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ABSTRACT

This manual explains the policies and procedures which guide the process of certification of teachers, special service personnel, and administrators in North Carolina. Key terminology is defined, regulations are clarified, exceptions to rules are noted as applicable, program areas are described, and appropriate forms for use in the application process are illustrated. There are 10 sections: (1) methods of obtaining certification; (2) initial certification program (ICP); (3) specific needs certificates; (4) methods of maintaining certification; (5) grade level/subject area certification; (6) special service; (7) college/university methods faculty certification; (8) salary and certification; (9) certificate suspension and revocation; and (10) general information. The appendices contain more detailed information on regulations for specific educational responsibilities. (JD)

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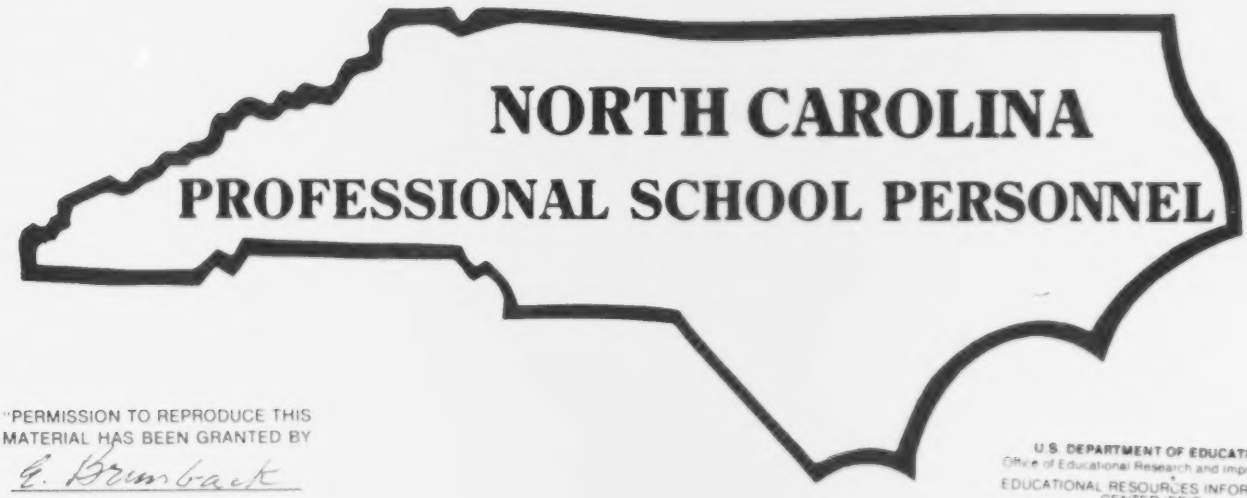

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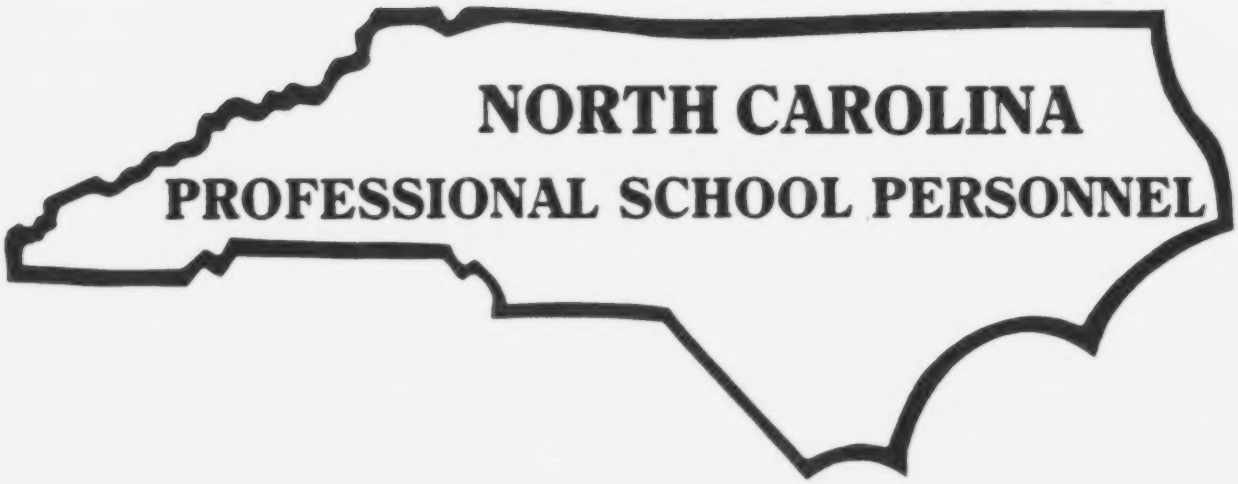
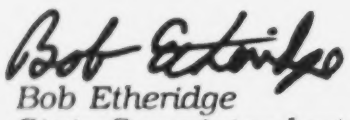


North Carolina Department of Public Instruction
Bob Etheridge, State Superintendent

October, 1989

FOREWORD

At the present time, there are over 76,000 professional personnel at work in various ways to serve the almost 1.4 million students in the public schools of North Carolina. Certification is the basis for ENSURING that our teachers, special service personnel and administrators possess the knowledge and skills that are essential to deliver a quality educational program. Certification also is designed to assure that our personnel function in a professionally acceptable manner, positively and effectively guiding the development of our students, and that they engage in on-going staff development activities so as to continuously improve the quality of education. Finally, certification serves to safeguard the public trust and protect all of our students. To that end, the Department of Public Instruction is committed to the effective and efficient administration of certification policies and procedures.

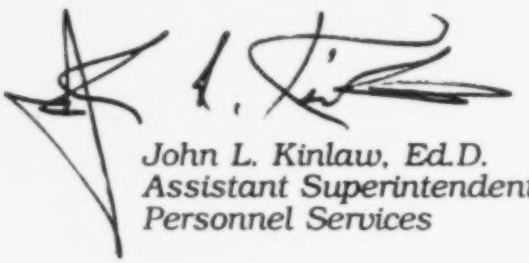


Bob Etheridge
State Superintendent

PREFACE

The purpose of this manual is to help you understand the many policies and procedures which guide the process of certification in North Carolina. Every effort has been made to define key terminology, clarify the regulations, note exceptions to rules as applicable, describe the program areas, and illustrate the appropriate forms for use in the application process.

We hope that you will find the manual useful, especially as you assist your employees in the certification process. We also hope that you will provide us with any input or feedback that will improve the manual in the future. It is our intent to continue to seek ways to effectively and efficiently administer the certification process and we value your continued support and help.



John L. Kinlaw, Ed.D.
Assistant Superintendent
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OVERVIEW

OVERVIEW

Certification is the licensing process which establishes eligibility for individuals to perform specific professional services as a public school employee. The basis for certification rests upon the completion of an approved education program or the equivalent, and includes meeting minimum National Teachers Examination score requirements.

North Carolina state statutes specify that all professional employees of the public schools shall hold appropriate certification for the subject, grade level or professional assignment. The statutes further state that the certification function is the responsibility of the State Board of Education. For the convenience of users of this manual, pertinent sections of the statutes have been extracted from Chapter 115C of the General Statutes of North Carolina and are included in Appendix A.

There are two specific statutory mandates which undergird all other requirements in the certification process. An understanding of each will prove useful in interpreting the numerous other requirements that are set forth in this manual.

General Statute 115C-295 (b) reads, "It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education." This statutory language is unequivocal; there is no mistaking the legislative intent that all teachers **must** hold appropriate certification. Identical language requires that principals, supervisors, and all other professional staff are subject to the same certification requirement.

General Statute 115C-296 (a) reads in part: "The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes." Again, the language is forthright and the legislative intent is clear.

Together, these statutes underscore the importance that the General Assembly attaches to the certification process. Placing total responsibility with the State Board of Education for developing all requirements for certification and at the same time requiring that all professional employees of local boards of education hold appropriate certification results in uniform statewide standards that can be and are implemented by decisions made locally.

It is important to note that all definitions, classifications, and requirements set forth in this manual **are based on statutes and regulations as they currently exist.** At the same time, it must be recognized that the certification process has evolved over a long period of time, resulting in continuous change in the regulations and requirements. For that reason, there are many legally certified individuals currently teaching who were certified under earlier regulations and requirements that may differ substantially from those in effect today.

SECTION I: METHODS OF OBTAINING CERTIFICATION

SECTION I: METHODS OF OBTAINING CERTIFICATION

Professional school personnel in North Carolina receive initial certification through one of five procedures. Most school system employees are certified based on completion of a college or university approved education program. Others have completed a comparable education program in another state and are certified by reciprocity. Some individuals enter the profession through the state's lateral entry program which allows qualified individuals to begin teaching while working toward certification. A few enter via direct certification by the State Department of Public Instruction. Many individuals who already hold a certificate follow the state's procedures for certificate endorsement to teach in an additional area(s).

APPROVED PROGRAM

The standard basis for certification established by the State Board of Education (SBE) is the completion of an approved education program. Such programs are designed by colleges and universities based on SBE standards, guidelines and competencies, and require approval by the SBE. (See listing of N.C. approved programs in Appendix C.) These programs are considered "competency-based" and in general are not based on SBE policies mandating specific courses or number of credit hours. Approved education programs are offered for almost all areas of certification at various degree levels with the exception of certain vocational areas and Junior ROTC. Certificates in areas for which approved programs do not exist are issued based on criteria and direct evaluation by the Certification Section.

Testing

A minimum score on the National Teachers Examination (NTE) has been a requirement of the State Board of Education for initial certification since 1964. The Old Weighted Commons and Specialty Area Exams were the first requirements. Since that time the SBE has made significant revision to the NTE policy. In 1979 the SBE established that NTE requirements must be met prior

to recommendation for certification from a North Carolina approved education program.

In 1983 the SBE adopted minimum scores for the NTE Core Battery Exams.

- The Communication Skills Test (Core Battery I) and the General Knowledge Test (Core Battery II) are required prior to ***formal admission*** into approved education programs (normally at the end of the sophomore or beginning of the junior year).

- The Professional Knowledge Test (Core Battery III) became a replacement for the Old Weighted Commons Exam as a requirement for initial certification.

In 1988, the SBE adopted the requirement that a satisfactory minimum score for Specialty Area Exam(s) is required in order to qualify to add additional certificate areas.

For information concerning NTE minimum scores and teaching area examinations information, see Form C-04 in Appendix G.

Counseling

To ensure direct student involvement with a faculty advisor, it is essential that advisement policies be in place. This procedure includes three formal evaluation conferences -- one upon admission to the program, one upon application for student teaching, and one upon program completion. In the absence of an institutional policy, IHEs may document that advisement has occurred by using Form IHE 01A, Student Advisement Documentation. Advisors inform students of the probability of their success in the program by discussing high school rankings, SAT scores, grade point averages and other predictive measures.

Student Teaching

During the senior year, approved education program students must successfully complete ***a ten (10) week or longer student teaching assignment,*** as appropriate, in the area of certification sought. Students are closely supervised and evaluated by the local school system and higher education personnel. Local

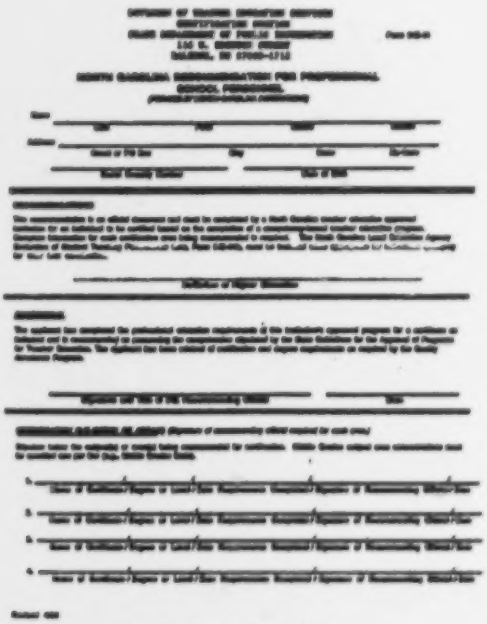
school systems must agree that a student teaching experience is successful in order for the individual to qualify for initial certification.

PROCEDURE FOR APPROVED PROGRAM CERTIFICATION

Initial certification is the responsibility of institutions of higher education (IHE), school administrative units and individuals.

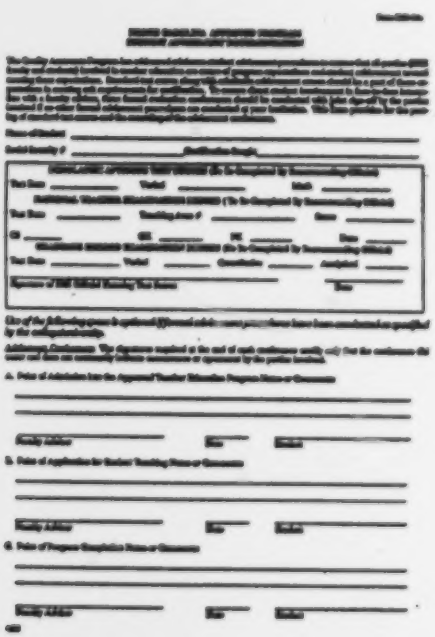
Institution officials are responsible for:

- A recommendation of the student based on completion of an approved education program. (Form IHE-01)



FORM IHE-01

- Student Advisement Documentation. Form IHE-01A provides for the posting of standard test scores, Scholastic Aptitude Test (SAT), National Teachers Exam (NTE), and Graduate Record Exam (GRE), and the recording of advisement conferences. Use of this form is optional as determined by the IHE.



FORM IHE-01a

- Evaluation of student teaching performance. IHE officials are responsible for making sure that each student teacher has Form IHE-O1B completed by the appropriate local education agency (LEA) officials and returned to the IHE. A confirmation of successful student teaching is required to qualify for initial certification.

- Original transcripts. Grade reports are *not* acceptable.

- Filing initial certification information as a packet with the Certification Section.

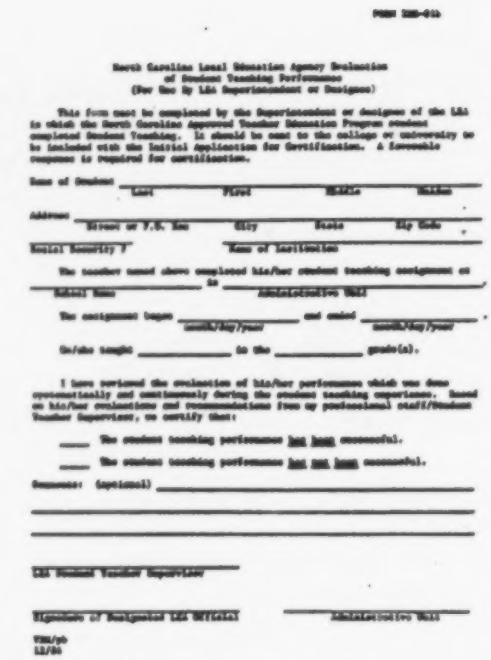
The ***local education agency*** superintendent or designee is responsible for:

- Evaluation of student teaching performance (Form IHE-01B). Local school officials responding negatively on student teaching performance should carefully document their action.

The *individual* is responsible for:

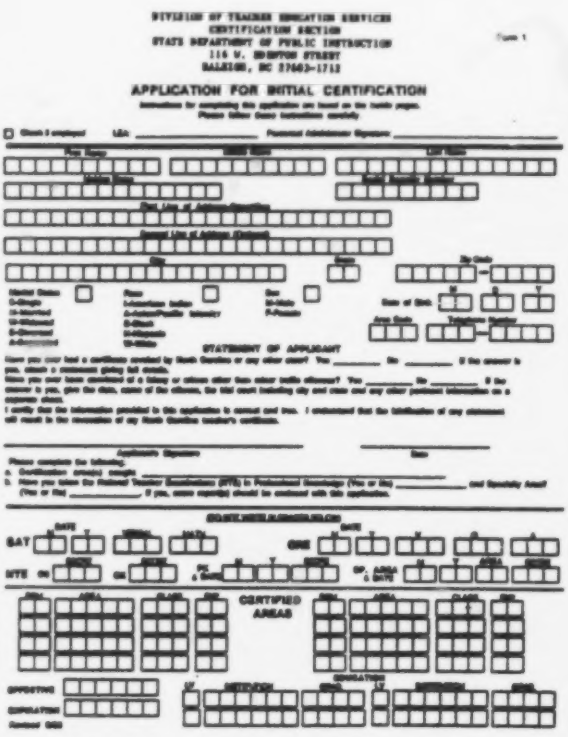
- An Initial Application for Certification. The individual completes the personal data and submits Form 1 to the IHE for completion. (Form 1 is available from the IHE certification officer, LEAs, or the Certification Section.)

- Payment of the processing fee.



North Carolina Local Education Agency Evaluation of Student Teaching Performance

FORM IHE-01b



DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

APPLICATION FOR INITIAL CERTIFICATION

STATEMENT OF APPLICANT

CERTIFIED AREAS

FORM 1

The Certification Section evaluates each application and notifies the applicant of the action. A similar application and evaluation process is required for graduates of out-of-state or foreign teacher education institutions.

Candidate for Professional Certification (CPC) Data System

Beginning with the 1988-89 school year, an automated certification procedure was established for use by IHEs with approved education programs. The system, CPC, is used to automate part of the application process for initial certification. The certification officer at each IHE with an approved teacher education program is the designated official responsible for the administration of the CPC system. The system allows for much of the information required for certification to be transferred directly into the professional certification computer file by data tape from IHEs.

RECIPROCITY

Teacher education programs in ***out-of-state institutions*** that are ***equivalent*** to North Carolina approved programs are recognized under the state's reciprocity policies. These policies allow a certification area to be established based on the qualified area of the out-of-state certificate. However, certain state-specific certification requirements such as the NTE cannot be waived via reciprocity and thus must be met in order to qualify.

North Carolina recognizes four teacher education and certification reciprocity approaches outlined on Form C-03 in Appendix G. These include:

(1) Reciprocity based on accreditation by the National Council for Accreditation of Teacher Education (NCATE),

(2) Reciprocity based on interstate agreements,

(3) Reciprocity based on approval by the National Association of State Directors of Teacher Education and Certification (NASDTEC), and

(4) Reciprocity based on programs not accredited by NCATE or approved through the interstate agreement or the NASDTEC plan but meet other state certification requirements.

PROCEDURES FOR RECIPROCITY CERTIFICATION

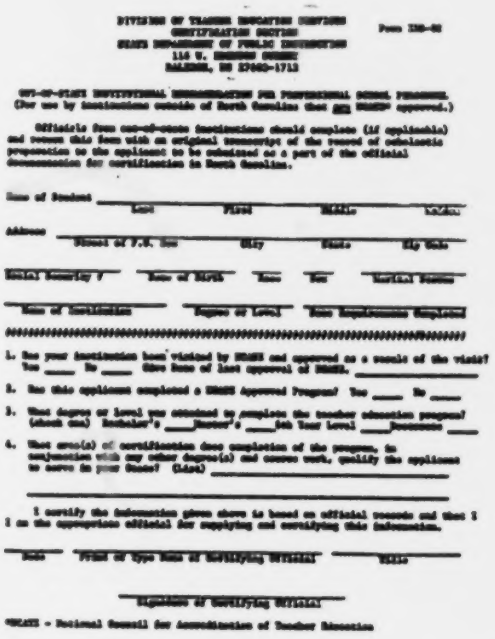
The *individual* is responsible for:

- Completion of an application for North Carolina certification. (Form 1)

- Having institution(s) outside North Carolina complete recommendation form(s). (Form IHE-02)

  and/or

  Filing copy of out-of-state certificate. If out-of-state certificate has not been issued, the application is processed using transcripts and recommendations only.



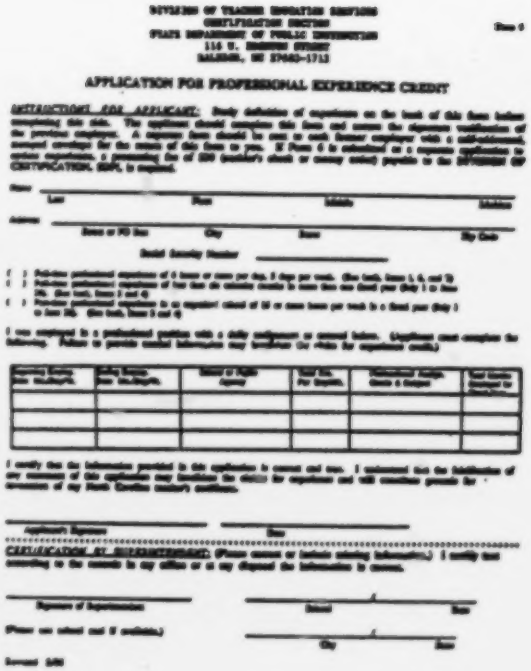
FORM IHE-02

***NOTE:** When an out-of-state certificate is provided, Form IHE-02 may not be required. If Form IHE-02 is provided, the out-of-state certificate may not be required. However, due to problems in interpreting other state certificates, sometimes Form IHE-02 is required in addition to the certificate.*

- Complete documentation of all college transcripts. (Degree transcripts are required which means that the transcript for a bachelor's degree, master's degree, etc., must indicate that the degree was awarded, and include the date the degree was awarded.)

- Verification of teaching experience outside of the North Carolina public schools. Experience should be reported by using Form 6.

- Filing copies of NTE or GRE scores. If the NTE or GRE have not been taken or minimum scores have not been achieved, application can be made without scores. In such cases, if other requirements have been met, a one (1) year permit will be issued to allow sufficient time to take the NTE.



APPLICATION FOR PROFESSIONAL EXPERIENCE CREDIT

FORM 6

- Filing the appropriate processing fee in the form of a *certified check* or *money order.*

- Filing the information as a completed packet with the Certification Section.

LATERAL ENTRY

The State Board of Education (SBE) adopted policy to allow skilled non-approved education program graduates from the private sector to enter the teaching profession through a lateral entry program in 1985. To be eligible, an individual must be ***selected for employment*** by a North Carolina school system and ***hold a bachelor's degree from a regionally accredited institution of higher education.*** This policy does ***not*** apply to N.C. approved education program ***graduates who are not recommended for certification by the IHE.*** However, individuals who have satisfied all degree requirements but have a minor deficiency or technical requirement to complete are eligible, based on special request. Such deficiency cannot exceed six semester hours and must be completed before the following fiscal year. (See Form C-13 in Appendix G.)

Application

The applicant and the employing school system must file a ***joint application*** with the Certification Section including all supporting credits, experience, test scores and other pertinent information.

Evaluation

Individuals certified via Lateral Entry are required to have their ***credentials evaluated*** by a North Carolina IHE with an approved education program in the professional level certification area. Non-teaching work experience directly related to the certification can be recognized in determining the number of years of experience for placement on the State Salary Schedule on a year for year basis. Successful teaching can substitute for the student teaching requirement.

Training

Individuals entering public school service via the Lateral Entry policy must complete a ***two-week training course prior to service*** in the schools or submit evidence of equivalent training. The required training includes the Effective Teaching Training Program, classroom management and discipline procedures, and an orientation to local school policies and procedures.

Testing

Individuals certified via Lateral Entry must obtain satisfactory scores on the National Teachers Exam or substitute the Graduate Record Exam in order to maintain a valid certificate. ***The appropriate Specialty Area Exam must be taken at the next available NTE test date.*** The NTE Professional Knowledge Test (Core Battery III) may be delayed until the completion of professional education and/or other certification requirements.

Temporary Permit (Certificate)

Individuals certified via Lateral Entry receive a Temporary Permit for the current fiscal year ***if an appropriate specialty area exam score has not been***

satisfied. Successful completion of the appropriate NTE Specialty Area Exam is required to maintain eligibility for certification beyond the first fiscal year of employment. Lateral Entry certification is subject to all regulations which apply to other beginning teachers in North Carolina.

Education

The lateral entry employee must complete professional education and/or other requirements for certification at an IHE with an approved education program. ***A minimum of six semester hours per year*** must be completed with ***all requirements to be completed within five years from the date of qualification.*** Credit deficiencies must be completed in the same manner as specified by Provisional Regulations.

PROCEDURE FOR LATERAL ENTRY CERTIFICATION

IHE officials are responsible for:

- Evaluation of credentials to determine a program of study necessary to qualify for certification.
- Submission of a recommendation for certification based upon completion of the approved education program to the Certification Section.

The ***employing school system*** and the ***individual*** are responsible for:

- Completion of the Lateral Entry Certification Request.
- Completion of the Initial Application for Certification (Form 1) including all supporting credits, experience, test scores and other pertinent information.

FORM C-13

- Involvement of the individual in the Initial Certification Program (ICP).

DIRECT CERTIFICATION

On a limited basis the Certification Section exercises an SBE-delegated responsibility to evaluate individual records for the purpose of establishing certification eligibility without the involvement of IHE or other authorized recommending parties. This type of certification is handled on a case-by-case basis.

ENDORSEMENT

The In-Field/Out-of-Field policy adopted by the SBE in May, 1983, mandated that all professional assignments be made utilizing individuals holding certificate areas appropriate to the assignment. As a result, the concept of Endorsement was established to more realistically allow LEAs to comply with the policy. An Endorsement ***may be added to an existing certification*** to allow less than one-half time for teaching at the secondary level. The specifications regarding this policy are found in Section III: Specific Needs Certificates.

NOTE: ***Some exceptions apply, e.g. Computer Education is not limited to less than one-half time (see Section III). Elementary Second Language Endorsements are designed for teaching in grades K-6 and are not limited to less than half-time (see Section III).***

SECTION II: INITIAL CERTIFICATION PROGRAM (ICP)

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INTRODUCTION

The Initial Certification Program (ICP) was mandated by the State Board of Education, effective January 1, 1985. This two-year program is an extension of the professional education preparation designed to offer the necessary support and assessment for an individual's professional growth. Professional school personnel in the following categories are required to participate in an ICP: (1) teachers, (2) student services personnel, and (3) administrators and curriculum/instructional specialists. These categories are discussed later in this section.

ICP PLACEMENT

ICP is limited to actual beginning (inexperienced) personnel with ***less than two (2) years*** of appropriate experience in their area of initial certification. Appropriate experience is normally considered to be public school experience. Individuals with two or more years of appropriate experience as determined by the Certification Section are considered experienced.

The following suggested criteria should be used to determine "appropriate" experience for the purpose of exempting certified personnel with two or more years of experience ***in a non-public school setting*** from the ICP requirements.

Approximate Average in North Carolina

1.	number of professional staff	19
2.	average class size	K-9 (maximum 26) 10-12 (maximum 30)
3.	grade ranges represented	Kindergarten through 12
4.	student ages represented	5-18
5.	length of school day	6 hours
6.	length of school year	180 days
7.	accreditation held	Southern Association of Colleges and Schools or other regional accrediting bodies
8.	other documentation to be considered on an individual basis	

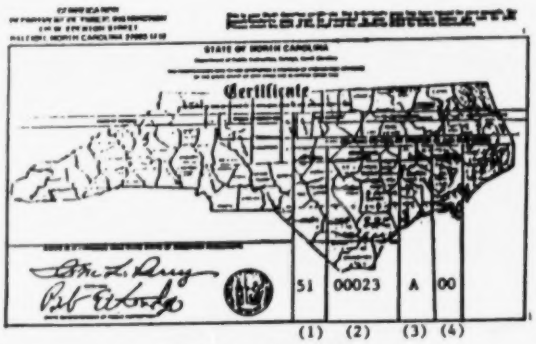
It is the ***LEA's responsibility*** to determine equivalent appropriate experience. Employers wishing to exempt employees under this provision should make such a request in writing to the Certification Section.

Out-of-state persons and those renewing expired certificates with two or more years of appropriate experience prior to initial certification or recertification are not subject to ICP requirements. However, if the person has an out-of-state certificate from a state with which North Carolina does not have reciprocity, the individual is required to participate in the Initial Certification Program regardless of the years of appropriate experience. If the person submits an Out-of-State Recommendation For Professional School Personnel (Form IHE-02) from an institution of a non-reciprocal state that has been approved by the National Council for Accreditation of Teacher Education (NCATE) and the individual has two or more years of appropriate experience, the person will be exempt from ICP. (See Appendix G for Form IHE-02.)

The initial certification experience begins when the person is assigned to work in an employment area for which the certificate is required. An initially certified person ***must serve at least one period a day for two years in a teaching assignment appropriate to the area of initial certification.*** Appropriate assignment is based on In-field/Out-of-Field regulations which specify a match between certification area and assignment in a capacity for which the area is designed to serve.

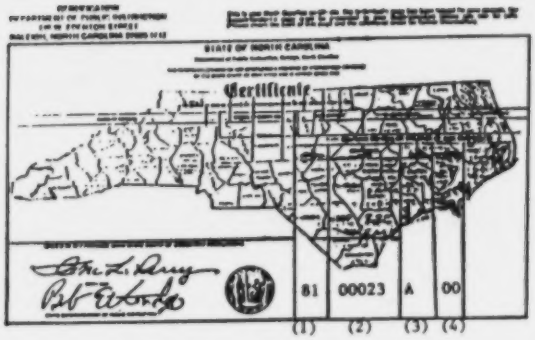
FIVE-YEAR CERTIFICATE CYCLE

Five-year dating cycles are established for initial certificates (e.g. 7/1/89 - 6/30/94). The first digit Program Code '5' is issued to indicate ***inactive status*** in the ICP.



INITIAL CERTIFICATION
(inactive employment area)

(1) program
(2) certificate area
(3) class
(4) experience

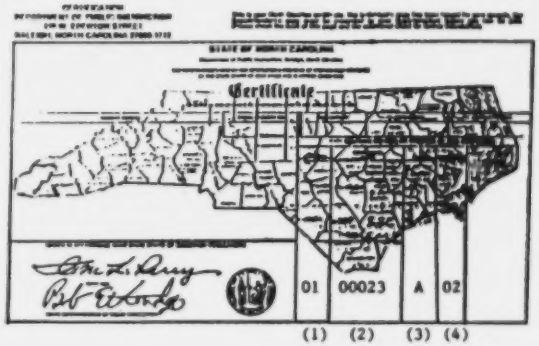


INITIAL CERTIFICATION
(active employment area)

(1) program
(2) certificate area
(3) class
(4) experience

When employed in an LEA the area will be ***automatically activated*** based on the 408 Personnel Update Process. For non-public schools with an approved ICP plan, the employer must notify the Certification Section for activation of the area. The first digit Program Code '5' is then changed to an '8' indicating the individual is participating in the ICP (7/1/89 - 6/30/91).

When successful completion of the ICP experience has occurred, the remainder of the five-year cycle is issued (7/1/91 - 6/30/94). The first digit Program Code '8' is then changed to '0' indicating continuing certification and all limitations have been removed.

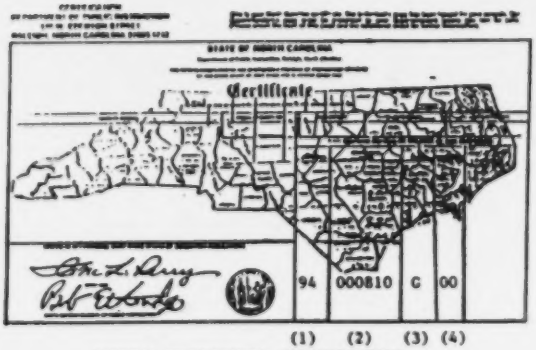


CONTINUING CERTIFICATION

(1) program
(2) certificate area
(3) class
(4) experience

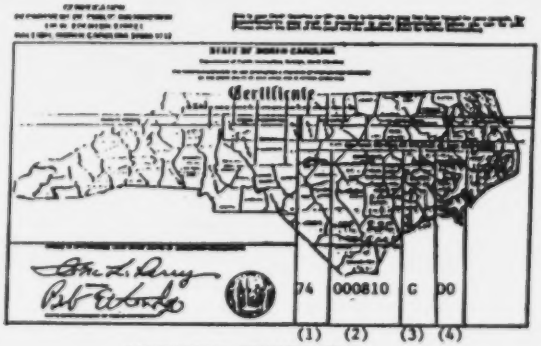
INITIAL PROVISIONAL CERTIFICATION

Certificates with a first digit Program Code *'9' **require*** the ICP experience and renewal credits. Certificates with a first digit Program Code *'7' **require renewal credits*** for the purpose of establishing a dating cycle.



INITIAL PROVISIONAL CERTIFICATION

(1) program
(2) certificate area
(3) class
(4) experience



PROVISIONAL CERTIFICATION

(1) program
(2) certificate area
(3) class
(4) experience

The five-year dating cycle established for initial certificates ***does not change*** when ICP requirements have been satisfied. Renewal credits earned during the period of initial certification ***are applied*** toward the 15 units or 10 semester hours of credits required for renewal ***at the end of the five-year cycle.***

The ICP experience requires two years of participation. It is desirable, but not required, that the two years be successive. However, the two years ***must be completed*** within a five-year period from the date of enrollment.

SPECIFIC ICP REGULATIONS RELATIVE TO CERTIFICATE TYPES

1. TEACHERS

The completion of ICP requirements in one teacher certification area ***satisfies*** ICP requirements for all other teaching areas which includes media coordinator. Once continuing certification has been satisfied in one teaching area, other teaching areas added ***do not*** require an ICP experience.

2. STUDENT SERVICES PERSONNEL (Counselor, School Social Worker, and School Psychologist)

This certificate type requires a two-year ICP experience. However, if a new student services area is added to a certificate that already has continuing certification in another student services area, ***then only a one-year ICP is required for the area added.***

Example: An individual holding continuing certification as a school counselor who adds the school social worker area is eligible to satisfy the ICP requirements in one year as a school social worker. However, the LEA has the option to require that the individual remain in the ICP for an additional year if the one year is not adequate to meet performance criteria.

3. **SCHOOL ADMINISTRATOR / CURRICULUM-INSTRUCTIONAL SPECIALISTS (Principal/Director, Supervisor, Coordinator, etc.)**

These certificate types require a two-year ICP experience. An individual holding continuing certification as a School Administrator seeking certification as a Curriculum-Instructional Specialist is eligible to ***satisfy the ICP requirement in one year.*** The criteria required for satisfaction of the ICP is determined by the employer.

Example: An individual holding continuing certification as a School Administrator who adds Curriculum-Instructional Specialist is eligible to satisfy the ICP requirement in one year as a supervisor. However, an LEA has the option to require that the individual remain in the ICP for an additional year if one year is not adequate to meet performance criteria.

*NOTE: **The one-year ICP option is not available to Curriculum-Instructional Specialists seeking certification as a School Administrator.***

*NOTE: **There are currently no specific ICP performance criteria for the Assistant Principal, Assistant Superintendent, Associate Superintendent, and Superintendent.***

ASSISTANT PRINCIPALS

In 1987, the North Carolina General Assembly enacted two provisions as a part of GS 115C-289 relative to Assistant Principals. The following changes in policies of the State Board of Education are designed to bring those policies into conformity with the law.

- Effective July 1, 1987, ***all Assistant Principals must meet certification requirements under one of the following provisions:***

  a. An Assistant Principal must hold a Principal's certificate or may be issued a provisional Principal's certificate under the same State Board of Education rules as are applied to Principals.

  b. A person who was employed full-time or part-time as an Assistant Principal during the 1986-87 school year may continue in such an assignment. Beginning with the first day of the 1990-91 school year

such persons must meet the same requirements for certification as stated in a above.

c. GS 115C-289 states that "it shall be unlawful for any board of education to employ or keep in service any assistant principal" who does not meet these specifications.

- ***An Assistant Principal may not satisfy the ICP requirements for School Administrator while employed and serving in the Assistant Principal's role.*** There is currently no ICP requirement for assistant principals while serving in the assistant principal role. The assistant principal can maintain *initial* school administrator certification and continue to serve as an assistant principal with completion of the renewal requirements during each five-year cycle.

PERMANENT PART-TIME EMPLOYEES

1. ***An individual employed 60 percent or more of the time for ten (10) successive calendar months*** on a permanent part-time basis in *one* LEA or non-public school with an approved plan is eligible to complete the ICP requirements in two (2) years. (This equates to six (6) successive calendar months of full-time employment.)

   The individual must:

   - Be *appropriately* assigned in the area(s) in which the initial certificate is issued, and
   - Be enrolled as a full participant in an ICP.

   This guideline is permissive and is contingent upon LEA judgement that the level of functioning meets requirements for a recommendation of continuing certification. In cases where the LEA deems it appropriate, the ICP experience may be extended for up to four (4) years for these part-time employees if the additional time is required to demonstrate the competencies. This applies to personnel employed for at least 60% but less than full-time and is based on the fact that such employees must be afforded adequate opportunity to demonstrate all competencies required for continuing certification. The LEA must accept responsibility for assuring that the individual has the opportunity to demonstrate all

competencies reflected on the appropriate performance appraisal instrument.

2. ***An individual employed between 50 and 60 percent of the time for six (6) successive calendar months or more*** in ***one*** LEA or non-public school with an approved plan is eligible to complete the ICP requirements in four (4) years. (This equates to two years of full-time employment.)

3. ***An individual employed 50 percent or more for six (6) months or more*** as a half-time employee in ***one*** local administrative unit or non-public school with an approved plan is eligible to complete ICP requirements with two half-time years combined with one full-time year. (This equates to two years of full-time employment.)

Example:	Two (2) half-time years combined with one full-time year to satisfy the two-year ICP requirement:					
1985-86	50% @	7.65	months	=	3.83 months	\ 8.83 months
1986-87	50% @	10.00	months	=	5.00 months	/
1987-88	100% @	10.00	months	=	10.00 months	

4. ***An individual who works less than 50 percent of the time*** is not eligible to participate in the Initial Certification Program.

Upon completion of the two years of full-time or equivalent part-time participation in the ICP, the LEA is required to make a decision regarding continuing certification for each initially certified person. Once the time requirement for the ICP experience is satisfied, ***there is no option to extend participation beyond the two years.*** The decision to recommend for continuing certification or not recommend must be made based on documentation of the level at which competency has been demonstrated on each critical function area. An "at standard" rating on each critical function area is required to qualify for continuing status.

EXTENSION OF AN INITIAL CERTIFICATE -- This policy applies to individuals who hold certificates with first digit Program Code '8'.

Employed Individuals

1. If individuals are employed in positions that are ***inappropriate*** to validate the ICP evaluation criteria (e.g., In-School Suspension assignments) or in positions for which there is no initial certification experience requirement (e.g. Assistant Principal assignments), ***the initial certificates may be extended beyond the two-year period.***

2. If individuals have a two-year certificate with a first digit Program Code '8', did not satisfy ICP during the first year and participate in the second year, ***a certificate will be issued for one more year to complete the second year of the ICP requirement.***

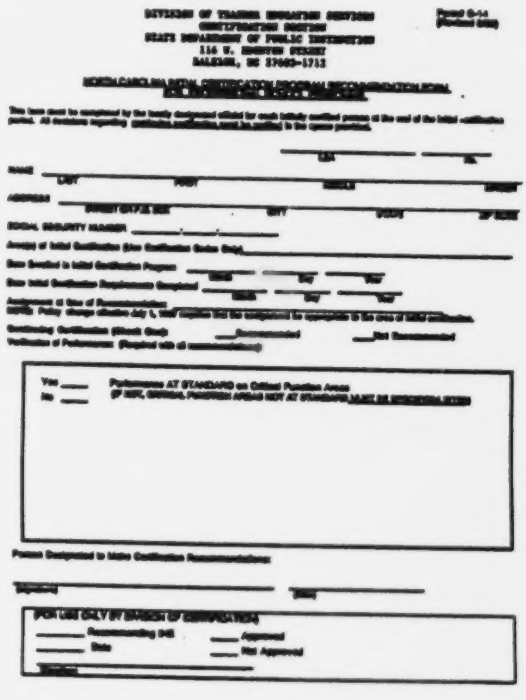
Unemployed Individuals

Initial certificates are issued with a first digit Program Code '5' which indicates the five-year dating cycle (or remaining portion of cycle). Certificate renewal requirements must be completed by the expiration date. It is the ***individual's responsibility*** to apply for a new dating cycle at that time.

PROCEDURE FOR GRANTING CONTINUING CERTIFICATION

The ***locally designated official,*** identified on Form A of each LEA's/institution's ICP Plan, is responsible for:

- Recommending the initially certified person for continuing certification on Form C-14, North Carolina Initial Certification Program Recommendation Form For Professional School Personnel (Revised 8/88). In cases where the ICP is not being recommended, the LEA must specify which critical function area(s) on the appropriate performance appraisal criteria was (were) not demonstrated by a minimum of "at standard" performance. This form is to be completed by the locally designated official and submitted to the Certification Section on or after April 15. For ICPs *NOT RECOMMENDED* for continuing certification, the C-14 Form ***must be submitted by May 1***; and for those ICPs *RECOMMENDED* for continuing certification the C-14 Form ***must be submitted by June 15.***



FORM C-14

The *Certification Section* is responsible for:

- Reviewing the recommendation to verify whether the initially certified person recommended has in fact achieved a minimum of "at standard" performance on the critical function areas of the appropriate performance appraisal instrument.

- Approving or disapproving the recommendation.

CLEARING ICP WITH PROVISIONAL CERTIFICATION AREAS

If the LEA is recommending continuing certification for an individual holding a provisional area (first digit program codes 2,3) along with an initial area (first digit program codes 8,9) special conditions apply. If the two years of experience to clear the ICP were in the provisional area, requirements to clear the provisional area must be met before continuing certification can be granted.

Example:	Program Code	Certification Area
	81	00023
	22	88086

In the example above, certificate area 88086 is a provisional area and the 00023 area is the individual's initial certification area. Assuming that ICP was completed by serving two (2) years teaching in area 88086, the conversion to continuing certification for both areas is contingent on the completion of all credit and/or other deficiencies required for area 88086. This individual's file would be updated using Form C-14 with notation that continuing certification is pending clearance of the provisional.

If the individual's certificate has a first digit Program Code '9' (meaning ICP and renewal credits are required), a copy of the certificate showing credits earned must be attached to the C-14.

Example:	Program Code	Certification Area
	91	300
	92	78300

CLEARING ICP WITH LATERAL ENTRY AREAS

Individuals with lateral entry certification can satisfy the ICP requirements by successfully completing two years of employment with the employing school system. The ***employing school system*** is required to submit a C-14 Form to the Certification Section verifying completion of the ICP experience. The

individual's file is then updated with a notation that continuing certification is ***pending clearance of lateral entry requirements.*** The certification Program Code 'LL' will not change until the individual completes all requirements as outlined in the Lateral Entry Certification Request (completion of a teacher education program, recommendation from teacher education institution and submission of appropriate NTE scores).

APPEAL OF DENIAL OF CONTINUING CERTIFICATION

Notwithstanding the provisions of G.S. 115C-45(c), certification is a state-level decision and is not appealable at the local level. Initially certified individuals ***not recommended*** by the locally designated official for conversion from initial certification to continuing certification have the following options:

(1) to have the recommendation reviewed by filing a contested case petition in accordance with Article 3 of Chapter 150B of the General Statutes of North Carolina,

(2) to contact an approved education program and complete a program of study as prescribed by the college or university to correct deficiencies. After the individual successfully completes the required additional training, the IHE must recommend the person for a new initial certificate. The individual must then satisfy performance requirements, or

(3) to exit the profession.

It is the ***responsibility of local boards of education*** to advise initially certified individuals who are not recommended for continuing certification of their appeal rights under the act cited above. This procedure is initiated through:

OFFICE OF ADMINISTRATIVE HEARINGS
424 NORTH BLOUNT STREET
P. O. BOX 11666
RALEIGH, NORTH CAROLINA 27604
(TELEPHONE: 919-733-2691)

INITIAL CERTIFICATION PROGRAM PLANS

In 1985-86, each local board of education was required to develop a comprehensive program plan for initially certified personnel which was presented to the State Board of Education for approval action. LEAs are required annually, ***by October 15,*** to update, modify or rewrite the local plans to reflect current implementation of the program. Non-publics that have been approved to administer certificate renewal are eligible to submit an Initial Certification Plan for approval and must follow the same procedures as public schools.

The ICP guidelines ***require*** the assignment of a mentor team or support team for each initially certified person to make a smooth and effective transition into the profession. If the local school system chooses a mentor as the appropriate support person, the principal or designee shares the responsibility for providing the support. The support team for each initially certified teacher includes a career status teacher, the principal or designee, and a generalist or a specialist in curriculum/instruction who may include but is not limited to a higher education member or the central office administrator or supervisor.

The local plans require ***a minimum of three observations per year,*** the first of which must be for at least one instructional period, preceded by a pre-conference and followed by a post-conference. The others may be unannounced but must be for at least an instructional period and followed by a post-conference. All observations of initially certified persons must be conducted by persons trained in the use of the critical function areas of the appropriate performance appraisal instrument. The first observation must occur prior to October 30, the second observation must occur between October 30 and January 15, and the third observation must occur after January 15. An individualized professional development plan which identifies goals, strategies and progress toward improving professional skills must be prepared for each initially certified person. The plan is ongoing and systematically addresses areas of professional development.

A ***cumulative portfolio*** must be maintained on each initially certified person containing the professional development plan and official documentation of performance in the critical function areas of the appropriate performance appraisal instrument. No later than April 15 of the second year of employment of the initial certificate holder, ***the locally designated official determines whether the employee's certification will be recommended for conversion to continuing certification.*** The determination is based on the information contained in the individual's cumulative portfolio. The individual must receive a minimum of "at standard" performance on all critical function areas

of the appropriate performance appraisal instrument on the final observation prior to April 15 of the second year of employment.

Initial certification becomes null and void after two years of unsuccessful experience and is not extended. Such a certificate holder may return to an approved education program to correct deficiencies and receive a new initial certification for employment and again try to meet the performance requirements.

NOTES:

SECTION III: SPECIFIC NEEDS CERTIFICATES

SECTION III: SPECIFIC NEEDS CERTIFICATES

IN-FIELD/OUT-OF-FIELD ASSIGNMENTS

Any teaching assignment outside the certificate field, even for a single period daily, is classified as teaching ***out-of-field***. For many years, individuals were not classified as out-of-field if they taught half or more time during each day in a field in which they held certification. Recognizing that this earlier definition was inadequate, the State Board of Education on May 4, 1983, adopted the current guidelines which redefined the requirements making it mandatory that all teaching assignments must be in the area in which the individual is certified. This policy includes the provision which allows LEAs to temporarily assign teachers out-of-field for a maximum of one year/one period per day.

Requests for such certification ***must be generated by the school system superintendent or designee.*** Since the school system rather than the individual needs the additional certification, ***the processing fee is waived.*** Fee waiver does *not* extend to include special service personnel areas.

FULL ENDORSEMENT OR PROVISIONAL ENDORSEMENT

A local school superintendent is permitted to recommend full endorsement or provisional endorsement in certain subject areas for teaching at the *SECONDARY* level. These endorsement areas are identified by certification areas which have a prefix of "18" followed by a three-digit number which indentifies a specific subject area and can only be issued in conjunction with another subject area teaching certificate. For example, the secondary endorsement for Biology is 18310. Such endorsements ***allow less than half-time teaching.*** Generally the assignment will be considered less than half-time, if the time spent in the teaching assignment ***averages*** less than three hours per day when the entire school year is considered. (EXAMPLE: In a 50-minute six-period day, no more than 3 periods can be taught by the holder of the endorsement.) ***EXCEPTIONS*** to this less than half-time rule ***include the computer endorsement, elementary second language endorsement and physical science teachers with the appropriate endorsement in either physics or chemistry. These are not limited to less than half-time teaching.***

Endorsement Requirement

Full endorsement is normally based on a minimum of 18 semester hours in a specific content area. Credit to qualify for this endorsement may be counted in experience and relevant course work which may consist of college credit and/or workshop/staff development activities. ***No more than one-half of the total requirement can be met with experience*** (not to exceed nine (9) years), the remainder to be met by course work. (EXAMPLE: A person who has 10 years experience teaching the subject in which they are now provisionally endorsed, with a deficiency of 15 semester hours, may count 7.5 years of the total 10 years teaching the endorsed subject toward the 15 semester hour deficiency. The remaining 7.5 hours must be earned in course credits.)

NOTE: Such "competency" credit for experience is subject to the recommendation by the LEA Superintendent based on his/her determination that the experience was "successful" teaching.

For ***provisional endorsements,*** the individual must be currently assigned to the area of endorsement and earn six hours (semester or equivalent) of appropriate credit each year toward full endorsement requirements. The superintendent or designee ***may*** award up to 18 competency credits as a substitute in lieu of course credits toward an endorsement if the individual has met the minimum NTE Specialty area score(s) requirement. ***ENDORSEMENTS CANNOT BE ISSUED IN THE COMPREHENSIVE AREAS OF SOCIAL STUDIES (400) and SCIENCE (300).*** Endorsements ***can*** be issued in the particular subject areas contained in the comprehensive areas such as History, Geography, Biology, Chemistry.

PROCEDURE FOR ADDING FULL OR PROVISIONAL ENDORSEMENT

The ***school system superintendent or designee*** is responsible for:

- Filing an application for full endorsement or provisional endorsement. The application should list and verify all credits the individual has earned in the endorsement subject. Use Form C-11.

FORM C-11

- Submitting any additional documentation to establish competencies to cover the areas not met by the appropriate credits earned. This evidence may include: (1) demonstrated performance, (2) previous evaluation of performance, (3) relevant content related in-service experience, (4) relevant work experience, (5) independent study based on demonstrated learning, (6) NTE specialty area test scores.

The ***individual*** is responsible for:

- Establishing a test score on the NTE equal to the score requirement for the regular certificate in the subject, if competencies are to substitute for nine or more semester hours of the required credits.

The ***Certification Section*** is responsible for:

- Evaluating the application and issuing the endorsement or provisional endorsement. Individuals issued provisional endorsements are notified by letter of the credit hours needed to complete requirements for the clear endorsement.

TEMPORARY PERMIT

Candidates for initial certification other than North Carolina approved program graduates who have not met the standard examination requirements (appropriate NTE specialty area and PK exam) but otherwise qualify for certification or provisional certification may receive a Temporary Permit valid for up to one fiscal year.

This provision ***allows out-of-state applicants and certain other individuals, e.g. lateral entry, to serve without having already met NTE requirements.*** More than likely such individuals would not have known that a minimum standard examination score was required for certification, and would not have had the opportunity to satisfy this requirement after becoming aware of it.

NOTE: The Graduate Record Examination (GRE) is acceptable for out-of-state teacher education bachelor's and/or master's degree graduates, in-

state teacher education master's degree graduates, and Lateral Entry bachelor or master's degree applicants.

PROVISIONAL CERTIFICATION

With exception to out-of-state applicants who need the NTE and/or credit to establish a dating cycle, ***provisional certification is limited to employed persons based on the established needs of the employing school system.*** The following is an explanation of the criteria that are required for certain certificate types.

Principal. A teacher who holds a regular Class "A" or "G" certificate may serve as the principal or assistant principal on a provisional certificate, provided the superintendent certifies that there is no satisfactory person available who holds the principal's certificate. To continue to serve as a principal, the individual must associate with an approved graduate program in administration and complete a minimum of six semester hours of credit each year toward meeting the requirements. All credits to clear the provisional status must be completed within five (5) years.

Counselor. A person employed as a counselor who has 18 semester hours of graduate credit in guidance or counseling (not more than six semester hours in a related area) and who holds the regular Class "A" or class "G" certificate in some other area may be approved for a provisional certificate. To continue to serve, the individual must associate with an approved school counselor graduate program and complete a minimum of six semester hours of credit each year toward meeting the requirements. All credits to clear the provisional status must be completed within five (5) years.

Supervisor. A person who holds a graduate teacher's certificate in a subject/field and has a minimum of *five* years of successful teaching experience in that area is eligible for a provisional supervisor's certificate. To continue to serve, the individual must associate with an approved Curriculum Instructional Specialist graduate program and complete a minimum of six semester hours of credit each year toward meeting the requirements. All credits to clear the provisional status must be completed within five (5) years.

Teacher. An individual who holds a North Carolina certificate who is assigned out-of-field must be issued a provisional certificate appropriate to the subject area to which the individual is assigned. To continue to serve, the

the requirements as outlined by the Certification Section. An individual must work toward the completion of the PROVISIONAL requirements at the rate of six semester hours (or total required if less than six semester hours) each year until full certification requirements are met. All credits to clear the provisional status must be completed within five (5) years.

Temporary out-of-field assignments for ***one year, one period*** in areas which individuals do not hold certification are allowable. However, if such assignments occur for ***categorically funded positions a letter from the employer to the Certification Section requesting pay authorization must be submitted.***

- **Driver Education** provisional certificates must be recommended by either ASU, ECU or NC A&T since these are the ***only*** North Carolina institutions with approved driver education programs and certain prerequisite driver education courses are required.

- **School Administrator - Superintendent** certification cannot be issued as a provisional.

- **Exceptional Children** areas have unique requirements. (See Exceptional Children in Section V.)

- **Vocational Education** areas have unique requirements. (See Vocational Education in Section V.)

- **Speech-Language Impaired** provisional certification ***at the bachelor's degree level*** has been temporarily authorized by the SBE. This provision was adopted to allow provisional certification for individuals who completed a speech-language impaired program at the bachelor's level prior to 1982. Individuals who completed this program at the bachelor's level after 1982 may qualify for provisional certification subject to evaluation by the Certification Section. Completion of an approved educaton program at the master's degree level is required to clear the provisional status.

- **School Psychologist** certification can be issued on a ***lateral entry*** basis for individuals who have completed a relevant psychology degree at the master's or doctoral level when qualified/certified individuals are not available for employment. Eligible candidates must have completed a minimum of a 45 semester-hour degree in an applied area of psychology to include a 500 hour practicum. Special conditions to qualify include:

1. a request for certification by an LEA;

2. a letter verifying affiliation with a North Carolina university where the requirements are to be completed; and

3. compliance with guidelines developed by SDPI.

Individuals completing School Psychology approved program requirements ***at a North Carolina college or university except for the internship and thesis are also eligible*** to serve under the Lateral Entry policy, effective July 1, 1989. For detailed information, see Appendix D, Guidelines: Provisional Certification in School Psychology.

CREDIT REQUIREMENTS FOR PROVISIONAL CERTIFICATES

The deadline for receipt of credits for renewal of provisional certificates is ***different*** from regular renewal. (See Certificate Renewal in Section IV.) For provisional certificates, even though the certificate expires on June 30 (as do all other certificates), ***the individual has the summer following expiration until the beginning of the next school term to complete the six semester hours of the required credit.*** Documentation of the credit must be filed with the employer who authorizes extension of the certificate. This allows a one-year extension of the provisional which thus is dated effective July 1 of the next fiscal year.

PROVISIONAL EXTENSION CERTIFICATES are issued at the same time as REGULAR EXTENSION CERTIFICATES for employed personnel who hold full certification. Both types of certificates are issued during May by the ***automatic extension process*** and are sent to the ***superintendent's office.***

Individuals with provisional certificates who are ***not employed*** must complete six semester hours of the required credit (or total if less than six semester hours) ***before the beginning of the next school term following the expiration date on the provisional certificate.*** Documentation of the credit must be filed with the Certification Section for extension of the certificate for the next school year.

Effective July 1, 1988, it is required that credit earned towards satisfaction of provisional regulations be directly applicable to the provisional certificate area(s) held. The total credit required to complete requirements must be

completed by the fifth year of provisional certification. Failure to complete these requirements forfeits the provisional certification and prohibits continued employment in that assignment.

When total credit deficiencies have been earned for provisional areas evaluated by the Certification Section, the ***superintendent's office should post the earned credit on the provisional certificate*** including designated LEA official's signature and date, and submit to the Certification Section for clearance of provisional status. Provisional areas that require completion of approved education programs must be appropriately recommended by the IHE to clear the provisional status.

PROCEDURE FOR ACQUIRING PROVISIONAL CERTIFICATION

The ***school superintendent*** is responsible for:

- Filing the application and any other back-up information as appropriate or necessary. Forms C-11, Application for Adding In-Field Certification; LEA-02, Request for Certification in Vocational Education; and 6-A, Application for Non-Teaching Experience Credit, should be used as appropriate.

  Form C-11 may be used to make application for ***regular academic subject area provisional certification.*** This form allows the superintendent to count credits for purposes of qualifying individuals for Endorsement areas and Middle Grade areas. Other grade level certificate areas and secondary subject area certification can be requested by using this form also; ***however, evaluations to***

FORM LEA-02

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

REQUEST FOR CERTIFICATION IN VOCATIONAL EDUCATION
(To be completed by Local Education Agency)

Date: _____

Name: _____

Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Social Security Number: _____

The above individual is to be employed by _____
(LEA)

to serve as a teacher of _____
(Program Area & Lab if applicable)

Based on the certification guidelines, he/she is the most qualified applicant available to fill the position. We request that his/her credentials be evaluated for certification in this area.

COMMENTS/JUSTIFICATION: _____

_____

_____

_____

Superintendent or Designated Personnel Officer

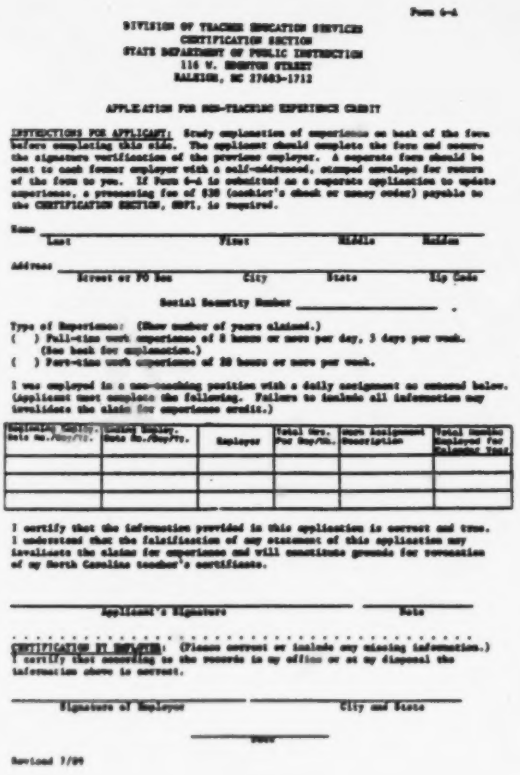
_____
Director of Vocational Education

Revised 7/89

clear these areas are not made by the Certification Section. Instead, individuals will be instructed to associate with an approved education program for evaluation and completion of the requirements.

Applications for Special Service Personnel certification (counselor, supervisor, etc.) are ***normally handled by letter.*** The processing fee is required for these requests.

Applications for Vocational Education areas of certification should be made using Form LEA-02 and ***Form 6-A,*** as appropriate. The processing fee is always required if experience is added to the certificate area(s).



Form 6-A

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

APPLICATION FOR NON-TEACHING EXPERIENCE CREDIT

INSTRUCTIONS FOR APPLICANT: Study explanation of experience on back of the form before completing this side. The applicant should complete the form and secure the signature verification of the previous employer. A separate form should be sent to each former employer with a self-addressed, stamped envelope for return of the form to you. If Form 6-A is submitted as a separate application to update experience, a processing fee of $10 (cashier's check or money order) payable to the CERTIFICATION SECTION, SDPI, is required.

Name _____
Last First Middle Maiden

Address _____
Street or PO Box City State Zip Code

Social Security Number _____

Type of Experience: (Show number of years claimed.)
( ) Full-time work experience of 6 hours or more per day, 5 days per week. (See back for explanation.)
( ) Part-time work experience of 20 hours or more per week.

I was employed in a non-teaching position with a daily assignment as entered below. (Applicant must complete the following. Failure to include all information may invalidate the claim for experience credit.)

Beginning Month, Date No./Day/Yr.	Ending Month, Date No./Day/Yr.	Employer	Total Hrs. Per Day/Wk.	Work Assignment Description	Total Months Employed for Calendar Year

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement of this application may invalidate the claim for experience and will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

. . . . . .

CERTIFICATION BY EMPLOYER: (Please correct or include any missing information.) I certify that according to the records in my office or at my disposal the information above is correct.

_____ _____
Signature of Employer City and State

_____
Date

Revised 7/89

FORM 6-A

The *Certification Section* is responsible for:

- Evaluating the request and adding the provisional area to the certificate.
- Providing the appropriate evaluation letter which specifies deficiencies to be completed.

Individuals ***previously certified*** in North Carolina whose certificates have ***expired*** may be eligible for a provisional certificate ***based on LEA need.*** This process is normally referred to as a ***Validated Certificate.*** It is ***not*** an option for individuals currently employed who have not met renewal credit requirements. The request for a validated certificate must be submitted by the employer. The processing fee is required.

A validated certificate ***may be extended*** one year by earning six semester hours of credit prior to the beginning of the local school term following the expiration date on the validated certificate. The remaining deficiencies must be

completed prior to the beginning of the local school term following the expiration date on the extended validated certificate. This extension option is available to an individual ***only one time*** and the full renewal must be completed by the end of the second year.

NOTES:

SECTION IV: METHODS OF MAINTAINING CERTIFICATION

SECTION IV: METHODS OF MAINTAINING CERTIFICATION

CERTIFICATE RENEWAL

To update professional knowledge and technical competency, all certified personnel are required to renew their certificates ***every five years.*** Certificate renewal is currently based on 15 renewal credits or 10 semester hours related to professional responsibilities and/or the certificate field(s). **RENEWAL CREDIT CAN BE COUNTED IN INCREMENTS OF NO LESS THAN ONE UNIT OF CREDIT.**

The following activities may carry renewal credit:

- ***College or university coursework including technical and community college.*** One quarter hour of credit is the equivalent of one renewal credit. One semester hour of credit is the equivalent of one and one-half (1.5) renewal credits. Example: 3 semester hours x 1.5 = 4.5 renewal credits. There is no maximum limit to the number of credits per five-year cycle. (Documentation is by transcript.)

- ***Teaching experience.*** One renewal credit may be awarded for each year of full-time teaching completed during the five-year renewal cycle. Credit is established by Form 6, Application for Professional Experience Credit.

- ***Local in-service courses or workshops.*** A course or workshop must carry a minimum of one renewal credit. There is no maximum limit to the number of renewal credits which may be earned per five-year cycle. Credit may be taken through any North Carolina school administrative unit or approved board on a space-available basis with approval of local superintendent or governing board. Credits are certified by official documentation from administrative unit or governing board.

- ***Independent study.*** A maximum of five renewal credits during a five-year period can be counted for renewal credit. The credit must be certified by the superintendent or his designee.

- ***State Department of Public Instruction activities.*** There is no maximum limitation to the number of renewal credits per five-year cycle. Credit is established by the Staff Development Section, State Department of Public Instruction, for activities conducted by the department and for activities conducted by other education agencies.

Local in-service course or workshop requirements include:

- Ten hours of training over a minimum of two days equates to one (1) renewal credit. No more than six hours of training per day is acceptable for credit.

- Content designed to develop specific skills.

- Qualified instructional personnel directly supervised by the sponsoring school system.

- Program completion and performance evaluation.

- Limited enrollment to assure accountability.

Independent study requirements include:

- Local written procedures.

- Advanced planning by the employee and the superintendent or designee, including skills to be learned and an evaluation plan.

- Determination of credit based on complexity of study. School systems are responsible for their local courses/workshops meeting these standards and for recording credits.

Persons who hold a North Carolina certificate but *WHO ARE NOT CURRENTLY EMPLOYED* in the public schools may earn renewal credit through college coursework, or through local courses, workshops or activities approved by the Department of Public Instruction. Attendance is on a space-available basis. The Certification Section determines the appropriateness of credits to the certificate field, the suitability of the content level and whether credits were properly established for the activity.

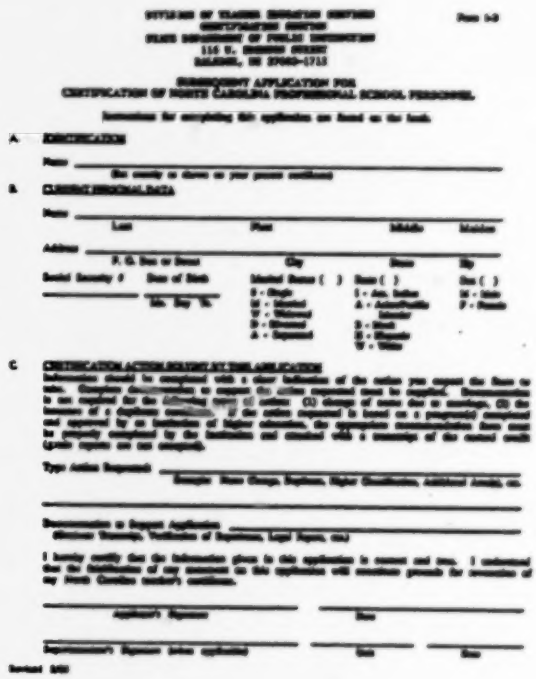
Procedure for Certificate Renewal

- **PERSONS EMPLOYED IN THE PUBLIC SCHOOLS.**

Renewal for North Carolina public school employed personnel is handled through an automated certification extension process. In May/June of each year, the Certification Section forwards a one-year (provisional certificate) or five-year (continuing certificate) extension to the employing school system. The responsible LEA person determines if the requirements for an extension have been met.

- ***If requirements have been satisfied,*** the appropriate signature is obtained, the individual is given a copy and the school's copy is filed. No other action is necessary.

- ***If requirements have not been satisfied,*** the form is signed in the appropriate place indicating rejection of the extension and returned to the Certification Section wherein the computer record of the extension is cancelled and the original expiration date reinstated. When renewal or extension requirements are subsequently satisfied, an application for renewal (Form 1-B), verification of credits earned (transcripts) and the processing fee must be filed with the Certification Section to reactivate the certificate.



FORM 1-B

- **PERSONS EMPLOYED IN NON-PUBLIC SCHOOLS APPROVED TO ADMINISTER RENEWAL REGULATIONS.**

Renewal for personnel employed in non-public schools administering renewal regulations require submission of the superintendent's copy of the certificate with appropriate credit posted and Form 6 verifying experience. Such documentation ***should be submitted during May or June of the year***

of expiration. The processing fee is waived when submitted as a group from the school with proper documentation. Renewals submitted prior to the year of expiration or for individuals not employed during the year of expiration ***require*** the processing fee.

- **PERSONS NOT EMPLOYED IN SCHOOLS SPECIFIED IN THE PRECEDING RENEWAL PROCEDURES SECTION.**

  Renewal requirements must be met by June 30 of the expiration year shown on the certificate. Renewal applications and documented credits should be filed ***during late winter and early spring*** of the year the certificate expires.

All credit earned for renewal or reinstatement of an expired certificate must be submitted as a packet when the total credits required for renewal have been completed. **THE CERTIFICATION SECTION DOES NOT ACCEPT PARTIAL RENEWAL CREDIT.** Credit earned at colleges/universities or other schools must be reported by the original transcripts issued to the student (grade reports are *NOT* acceptable). Other credit must be verified by official documentation such as "certificate of completion".

Other materials to be included with the application packet are:

- Application for Professional Experience Credit (Form 6) must be used to report experience earned which has not previously been reported.

- Processing fee (cashier's check or money order) payable to the Certification Section is required.

REINSTATEMENT OF EXPIRED CERTIFICATES

An applicant must earn a minimum of 15 renewal credits/10 semester hours during the five-year period preceding the date of application to be eligible for reinstatement. ***All expired certificates are invalid until reinstated.*** If the person submits appropriate renewal credit and has taught two or more years in a public school setting, the certificate will be reinstated as ***continuing.*** If the person has taught less than two years in a public school, a five-year dating cycle will be established and an ***initial inactive certificate*** will be issued pending employment in the public schools. Given employment, an initial certificate, requiring the completion of the Initial Certification Program (ICP), will be issued. Upon successful completion of ICP, the continuing

certificate will be issued indicating the dating cycle previously established. ***Credit earned while participating in ICP can be counted toward renewal.***

ONLY THE EMPLOYING SCHOOL SYSTEM CAN REQUEST A *VALIDATED CERTIFICATE* FOR A PERSON BEING EMPLOYED WITH AN EXPIRED CERTIFICATE AND DEFICIENT RENEWAL CREDITS. The processing fee is required when the certificate is validated.

Validated certificates are issued for the current fiscal school year. A minimum of nine (9) renewal credits must be completed (or the total required credit if less than 9 renewal credits) to extend a Validated Certificate a second year. The remaining credits must be completed by the end of the second year or these certificates remain expired until all renewal credits have been completed.

NOTES:

SECTION V: GRADE LEVEL/SUBJECT AREA CERTIFICATION

SECTION V: GRADE LEVEL/SUBJECT AREA CERTIFICATION

ELEMENTARY EDUCATION

Effective July 1, 1989 the SBE authorized the change from K-4/4-6 to K-6. The certificates of individuals holding both the K-4 and 4-6 certificates will be automatically converted to K-6. Related policies include:

- Either the EARLY CHILDHOOD (ECE) or the ELEMENTARY (EES) specialty area examinations on the NTE will be appropriate for K-6.

- The certificate of persons holding ***only*** K-4 or ***only*** 4-6 will remain valid for LEA employment and assignments in the same area.

- LEAs will be permitted to assign K-4 certificate holders to a 4-6 assignment or vice-versa; in such cases, conversion to the K-6 will be made given ***one year of successful teaching experience*** and the ***recommendation*** of the employing LEA. Other individuals wishing to make conversion will be directed to college approved programs.

*NOTE: **Older certificate areas indicating eligibility to serve in elementary grades, e.g. Primary (grades 1-3), Early Childhood (grades K-4), continue to be valid for employment with no requirement to convert to the new K-6 pattern.***

Pre-K/K Add-on

The area for teaching assignments in kindergarten and below is Code 015. This area ***must attach to an existing certificate*** in either Elementary (025), Early Childhood (023), or Home Economics (710). It will be added-on given evidence of ***one year of successful teaching experience*** at the Pre-K/K level and the ***recommendation*** of the LEA. Other individuals who wish to add Pre-K/K will be directed to college approved programs. (SBE action - August, 1989)

Elementary Second Language Endorsement (K-6) - A specific second language area which must attach to an existing elementary certificate area, e.g. Early Childhood (023), Elementary (025). Second Language endorsements are identified with a five-digit area code for which the first two digits are "16". The following three digits identify the language area, e.g. 16521 (Spanish). The less than half-time restriction for teaching is not applicable to these endorsements.

Second language endorsements are issued based on an eighteen (18) sememster hour requirement. The determination of the appropriate credits to qualify can be made based on an evaluation by the Certification Section or by IHEs with approved programs.

Elementary Certificate Code Areas

015	Pre-K/K Add-on
020	Elementary - Graduate (Grades 1-8)
021	Primary (Grades 1-4)
022	Grammar (Grades 4-8)
023	Early Childhood Education (Grades K-4)
024	Intermediate (Grades 4-6)
025	Elementary (Grades K-6)
16-000	Elementary Second Language Endorsement (Last three digits indicate language) i.e. 16-521 "Spanish Endorsement". Must attach to an Elementary area such as 023 and is valid for full-time assignment in grades 6 and below.

MIDDLE GRADES (GRADES 6-9)

The focus of Middle Grades certification is for teaching grades 7 and 8; however, individuals holding this certification are eligible to serve in grades 6 to 9. The code for Middle Grades begins with the prefix "78" followed by a three-digit number which identifies a specific subject area. For example, the Middle Grades certificate for Math is 78-200. Middle Grades certification is for ***specific subject areas and is limited to the subject or subjects appearing thereon as in-field assignments.*** In block or departmental programs, the teacher is ***required to be certified in each area of assignment.*** The Middle Grades certificate is also ***valid*** for teaching self-contained 6th, 7th, 8th, or 9th grades classes. The "old" Grammar Class A or Elementary Class G certificate is ***valid*** for teaching a self-contained 6th, 7th or 8th grade class but ***not valid*** for teaching a 9th grade class, self-contained, departmentalized or organized in any other way.

LEAs can request the addition of Middle Grades ***subject concentrations*** for already certified teachers due to out-of-field assignments. Subject concentrations are normally added based on ***eighteen (18) semester hours*** of credit specifically in the subject concentration area. In this process, certified teachers not already holding a Middle Grades certificate ***must also demonstrate one (1) year of successful experience teaching in grades 6-9.***

Credit to qualify for Middle Grades subject concentrations may be counted in experience and relevant course work which includes college credit and/or

workshop/staff development activities. ***No more than one-half of the total*** eighteen (18) semester hour requirement ***can be met with experience*** (not to exceed nine (9) years), ***the remainder to be met by course work.*** (EXAMPLE: A person who has 10 years of experience teaching the subject in which they are seeking subject area concentration with a deficiency of 15 semester hours, may count 7.5 years of the total 10 years teaching the subject toward the 15 semester hour deficiency. The remaining 7.5 hours must be earned in course credits.)

NOTE: Such "competency" credit for experience is subject to the recommendation by the LEA Superintendent based on his/her determination that the experience was "successful" teaching.

For provisional certification, the individual must be currently assigned to the middle grade subject area concentration and earn six hours (semester or equivalent) of appropriate credit each year until requirements are completed. The superintendent or designee ***may*** award up to 18 competency credits as a substitute in lieu of course credits toward a middle grade subject area if the individual has met the minimum NTE specialty area score(s) requirement. Middle grade subject areas ***are issued*** in the comprehensive areas of social studies (400) and Science (300). The particular subject areas contained in those comprehensive areas such as History, Geography, Biology and Chemistry ***are not issued.***

Middle Grade Certificate Area Code	
78-000	Middle Grades (Last three digits show subject) i.e. 78-180 Middle Grades - Language Arts (Grades 6-9)

SECONDARY AREAS (GRADES 9-12)

Subject area certificates are offered for teaching in grades 9-12. Certificates in these areas are issued based on the completion of approved teacher education program requirements. LEAs making out-of-field secondary assignments are required to apply for the appropriate provisional certificate. Unlike Middle Grades, however, ***no evaluation process is provided to add certification***

through the Certification Section. Teachers are provisionally certified and requirements must be met by associating with an approved IHE program.

Endorsements are issued in the secondary subject areas. The requirements regarding endorsement certification are identified in Section III.

Secondary Certificate Area Codes

100	English
200	Mathematics
300	Science
302	Earth Science
303	Physical Science
310	Biology
320	Physics
330	Chemistry
400	Social Studies
405	Political Science
410	Geography
420	History
431	Economics
432	Sociology
433	Anthropology
510	French
520	Spanish
530	German
580	Russian
590	Latin
600	Business Education
601	Basic Business
905	Bible
18-000	Endorsements + (Last three digits indicate subject) i.e. 18-200 "Math Endorsement" only valid for teaching in less than half-time assignments.
18-434	Psychology Endorsement only. No full certification issued in psychology.

SPECIAL SUBJECT AREAS (GRADES K-12)

Special subject area certification is offered for teaching in grades K-12. Certification in these areas is normally issued based on the completion of approved teacher education program requirements. LEAs making ***out-of-field*** special subject assignments are required to apply for the appropriate provisional certificate area(s). Individuals provisionally certified by this process are required to associate with an approved IHE and complete certification requirements.

A few ***exceptions*** for certain K-12 areas apply as follows:

- **Media Coordinator (076)** - Master's degree level approved program requirements ***must be met*** to qualify for K-12 Media Coordinator certification. The old certification for Associate Media Coordinators is ***valid*** for employment without requirement to upgrade to the master's degree level. LEAs making out-of-field media assignments are required to apply for the appropriate provisional certification. Individuals with ***bachelor's level*** teaching certificates involved in such circumstances ***can be provisionally certified*** at the Class A level; ***however,*** media certification ***must be completed*** at the ***master's degree level.*** Bachelor's level media graduates can be employed and provisionally certified under Lateral Entry policies while they complete requirements at the master's level.

- **Computer Education (079)** - Only endorsements (Code 18079) are issued for area 079. This area is limited to ***teaching assignments*** only. ***It is restrictive*** in that it can only be added to existing regular teaching areas, e.g. Mathematics (200), English (100). This endorsement ***is not limited*** to less than half-time teaching assignments as are most endorsement areas. The Class level (A, G, AG, or DG) is issued as appropriate to the individual's academic qualifications. The normal basis for establishing eligibility for an endorsement in Computer Education is eighteen (18) semester hours of appropriate computer education credit.

- **Safety and Driver Education (096)** - Driver education certificate holders must possess a valid North Carolina ***driver's license*** and must have a ***driving record acceptable*** to the local school administrative unit. Individuals must hold a graduate or Class A driver education certificate. Employing superintendents must verify the driving records of instructors ***annually.*** Driver Education instructors convicted of serious traffic offenses should be reassigned to other responsibilities.

  Driver Education provisional certificates must be recommended by one of the departments of Safety and Driver Education from either ASU, ECU or NC A&T since these are the only North Carolina institutions with approved driver education programs. Individuals qualifying for provisional certification must have met certain prerequisite driver education courses.

  Individuals seeking Safety and Driver Education certification based on the completion of a program outside of North Carolina via reciprocity can qualify ***only if the program is NCATE approved.***

- **Language Arts (180)** - No approved program competencies or IHE programs exist for this area. Assignments to teach Language Arts occur in the middle grades. Therefore Code 180 is issued ***only*** as a Middle Grades Subject Concentration.

- **K-12 Second Languages (511-French, 521-Spanish, 531-German, 581-Russian)** - Individuals certified with the old 9-12 Second Language certification, e.g. 510-French, 520-Spanish, 530-German, 580-Russian, ***if assigned to an elementary language teaching assignment,*** have the option of converting to K-12 by completing a competency evaluation through the Certification Section. This option will be phased-out as IHE K-12 second language programs become more prevalent.

- **JROTC (999)** - Junior ROTC evaluations are made by the Certification Section. Although Code 999 is listed in the section with Vocational Certificate areas, it is not included in SBE Vocational Education Policies. SBE policies regarding JROTC are unique to that area; however, the method of becoming certified based on evaluation by the Certification Section is very similar to the process required for certain vocational certificate areas.

  A total of 12 semester hours, or the equivalent in professional training appropriate to teaching, is required for full certification. Six hours are required from the category of courses including Basics of Education, History and Philosophy of Education, Educational Psychology or Adolescent Psychology. An additional six hours are required from the grouping of courses including Methods and Materials of Teaching Industrial Subjects, Pupil Guidance, and Foundations of Education. The Military ROTC training course qualifies for six hours in the first category.

  Experience increments are awarded for teaching in military academies, ROTC assignments in colleges/universities, and other military classroom teaching assignments. The professional knowledge portion of the National Teachers Examination is ***required*** for personnel who hold a degree and apply for certification at Class VA or higher. All Junior ROTC instructors are required to be certified. Certification policy does not recognize the instructional teaching assistant concept in distinguishing between commissioned officers and noncommissioned personnel.

Junior ROTC personnel are subject to all policies applicable to other professional personnel, such as the Initial Certification Program and tenure. (Tenure for ROTC personnel with full certification began after July 1, 1986, when certification became a requirement.)

ROTC teachers are certified at the non-degree as well as degree levels. To apply for certification, an ***individual*** must file:

- An initial application for certification (Form 1).

- A letter of military approval to serve as a Junior ROTC instructor.

- A copy of DD-214 (military separation papers).

- Verification of all teaching experience, military and other. Military teaching experience must be equivalent to public school classroom teaching experience to be eligible for experience credit. Military ***field instructional*** experience does not apply.

- Copy of transcripts of credit or degree, or documentation of special preparation to teach ROTC.

- The processing fee.

- NTE or GRE scores for degree holders. Degree holders may request that certification be issued on a non-degree basis which does not require NTE nor GRE scores. ***The salary schedule is the same for the non-degree and bachelor's degree levels.***

- Any special military training appropriate to teaching which might waive parts of the professional education requirements.

Special Subject Certificate Area Codes (Grades K-12)

074	Instructional Technology Specialists - Telecommunications
075	Associate Media Coordinator
076	Media Coordinator
18079	Computer Education (Endorsement only)
090	Physical Education
096	Safety and Driver Education
097	Health Education
098	Health Specialist
108	Theater Arts
109	Speech
110	English as a Second Language
180	Language Arts
190	Reading
511	French
521	Spanish
531	German
581	Russian
800	Music
805	Dance
810	Art

EXCEPTIONAL CHILDREN

Teachers of exceptional children are generally certified through the approved program approach.

- Regular teachers with heterogeneous classes which may include one or more children with special needs ***are not required*** to hold certification in special education.

- Speech and language specialists ***must hold*** certification in Speech-Language Impaired. Since July, 1982, a graduate level certification has been required. By special State Board of Education action, the Certification Section will issue the provisional Speech-Language Impaired area at the Class A level using certain criteria. A bachelor's level Speech-Language Impaired program earned prior to May, 1982, should receive prior approval from the Certification Section for provisional certification and subsequent employment. If the provisional Class A is approved, the individual will be required to complete the master's level approved program.

Beginning with the 1986-87 school year, the "in-field" policy was extended to cover Exceptional Children certification areas. Specifically, this policy ***requires appropriate certification for each area of exceptionality to which the teacher is assigned.*** The policy is ***administered by the 30% rule,*** which states that the teacher must be certified in an area of exceptionality if 30% or more of the class to which the teacher is assigned is determined to be in that area of exceptionality.

Teachers of the Academically Gifted are required to hold appropriate subject or grade level certification ***in addition*** to Academically Gifted. This requirement can be met at the elementary level by a combination of certification areas 88087 (A/G) and either 023 (Early Childhood, K-4), 024 (Intermediate, 4-6), or 025 (Elementary Education, K-6).

When it is necessary to add new certification areas because of out-of-field assignments, the following rules apply (assuming that a regular Class A or higher certification has already been established):

(1) When adding the Mentally Handicapped (MH) and Specific Learning Disabilities (SLD) areas completion of an approved teacher education program is required. These areas are ***no longer*** evaluated by the Certification Section when requested as the first area of exceptionality. They may be added to an existing exceptional children area using the criteria in number 3 and 4.

(2) When adding areas other than MH and SLD, eighteen semester hours are required, which must include 6 semester hours of general exceptional children credit plus 12 semester hours of credit specifically applicable to the area added. ***Other exceptions to this rule include Academically Gifted (which requires 12 semester hours of specific academically gifted credit only) and Preschool Handicapped (as specified in number 4 below).***

(3) If the applicant already holds certification in one exceptional children area, ***a second or subsequent area(s) can be added by earning 9 semester hours*** of credit specifically applicable to the area added. Academically Gifted and Preschool Handicapped are included in this process.

(4) Effective July 1, 1988, teachers providing services to mildly, moderately and severely handicapped children from ages zero (0) through five (5) ***are required*** to hold the Preschool Handicapped certification. In the absence of approved programs, the Certification Section is responsible for the evaluation process based on LEA requests due to assignment.

   a. When the Preschool Handicapped area is requested and it is the ***first*** exceptional children area for the applicant, eighteen (18) semester hours of credit are required. The required credit has been identified in seven (7) phases. (See Appendix E.)

b. To *add-on* the Preschool Handicapped certification to an existing exceptional children area, nine (9) semester hours of credit are required. These credits are identified in five (5) phases. (See Appendix E.)

NOTE: ***The rule that has allowed experience credit to count toward a maximum of one-half of the required credit for Academically Gifted was deleted effective July 1, 1989.***

NOTE: ***The rule which allows the third and subsequent exceptional children add-on areas, based on the six (6) semester hour requirement, will no longer be applicable after July 1, 1990.***

NOTE: ***The rule that has allowed use of prior experience to add additional exceptional children areas to count toward a maximum of one-half of the required credit will no longer be applicable after July 1, 1990.***

Exceptional Children Areas Certification Codes

88001 Cross Categorical (Mild-Moderate Handicapped)(CC)
88002 Severely/Profoundly Handicapped (SP)
88003 Audiology (AD)
88004 Preschool Handicapped (PS)(Prekindergarten age group)
88081 Mentally Handicapped (MH)
88082 Speech-Language Impaired (SI)
88083 Visually Impaired (VI)
88084 Physically/Orthopedically Handicapped (PH)
88085 Severely Emotionally Handicapped (EH)
88086 Specific Learning Disabilities (LD)
88087 Academically Gifted (AG)
88088 Hearing Impaired (HI)
88089 Hospitalized Homebound

VOCATIONAL EDUCATION - GENERAL REQUIREMENTS

Non-teaching Work Experience - Some vocational education certification areas require a specified amount of work experience in a trade or profession (other than teaching) to qualify for certification. The rules for calculating this experience include:

(1) The total eligible work experience is expressed in total number of months, divided by 12. If the calculated quotient results in six months or more, it is rounded to the next full year.

(2) The number of years of work experience required to qualify for certification ranges from one to four.

(3) Work experience beyond that required for certification ***may be used as experience increments for salary purposes.*** (In some situations, an applicant having both work experience and a college degree may be entitled to the total work experience for salary purposes.)

*NOTE: **In 1985 the adoption of the Lateral Entry regulation prompted a revision in the interpretation of appropriate work experience that could be counted for pay increment purposes in the vocational certificate areas. Individuals certified in vocational education prior to 1985 may be eligible for additional experience. Such changes to upgrade experience must be requested by qualified personnel or the employing LEA personnel officer. As appropriate, retroactive salary adjustments will be authorized.***

Requirements for Certification - The approved program approach for issuing vocational education certification is the preferred route for becoming certified, just as it is with other types of certificates. Because of the limited number of programs in colleges and/or unique requirements in some of the vocational areas, such as work experience in a technical field, provisional regulations have been in place for many years. These regulations have specified courses and numbers of semester hours which enable an individual to complete requirements on the basis of a Certification Section evaluation. These evaluations are prepared ***at the request of the employing school system based on an individual's assignment in an out-of-field certification area.***

The following is a listing of vocational education certification areas and the requirements for becoming provisionally and fully certified. The requirements are specified for:

(a) Class V -- Vocational;

(b) Class VA -- Vocational Class A; and

(c) Class A -- Approved Teacher Education Program.

When Class VG, Vocational Graduate, is required to qualify for a specific certification area, the graduate level requirements are specified.

General Requirements

Certain basic requirements apply to each certification area when the Certification Section prepares an evaluation and outlines appropriate credit leading to clear certification. These requirements include the following:

(1) **Work Experience** - From one to four (4) calendar years of work experience or the equivalent in the technical field appropriate to the area of certification are required to qualify for provisional certification. Approved directed work experience courses having a minimum of 250 hours ***can be substituted*** for each year of on-the-job experience required. (See each certification area for specific information.)

(2) **Pedagogical Coursework** - Three (3) semester hours selected from:

(a) Nature of the learner and the psychology of learning

(b) Historical, philosophical, and sociological foundations of education

(c) School curriculum, counseling activities, techniques and practices appropriate for teaching in an occupational program.

(3) **Three (3) semester hours** - Reading relative to the content area.

(4) **National Teachers Examination (NTE)** - The NTE is required to qualify for Class VA and above. The examination involves the Specialty Area (if one exists) appropriate to the area of certification and the Professional Knowledge (PK). The PK can be delayed and taken after the specified courses required to clear the provisional certificate have been completed.

NOTE: Effective July 1, 1989, the State Board of Education adopted an NTE regulation requiring a satisfactory specialty area score for each new area of certification added to existing certification(s). This requirement does not apply if a specialty area examination is not available for the area(s) to be added.

(5) **Recommendation** by the superintendent/local vocational director/personnel director.

LEA PROCEDURES FOR REQUESTING VOCATIONAL CERTIFICATION AREAS

Specific forms have been prepared for use in complying with the State Board of Education regulations regarding certification of vocational education personnel. They include: (a) Form C-02, Vocational Education Certification Instructions for Directors of Vocational Education; (b) Form LEA-02, Request for Certification in Vocational Education; and (c) Form 6-A, Application for Non-Teaching Experience Credit. An illustration of each follows.

FORM C-02

CERTIFICATION SECTION
DIVISION OF TEACHER EDUCATION SERVICES
DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

VOCATIONAL EDUCATION CERTIFICATION INSTRUCTIONS
FOR DIRECTORS OF VOCATIONAL EDUCATION

The following steps are to be used in the selection of individuals for vocational education position(s). REMEMBER: GS 115C-303 stipulates "No teacher shall be placed on the payroll of a local school administrative unit unless he/she holds a certificate as required by law."

STEP 1. For all teaching positions, a valid North Carolina certificate is required. The certificate area(s) must be appropriate for the teaching assignment.

STEP 2. Refer to the vocational education certification guidelines for minimum provisional requirements when selecting a non-certified individual for employment. Certain prerequisite requirements must be met in this process.

STEP 3. Submit the appropriate certification forms justifying the employment of the individual. The Request for Certification in Vocational Education (Form LEA-02) must be signed by the Vocational Director and the Superintendent or designee.

STEP 4. If the individual selected has a valid North Carolina certificate, but not in the area of employment, Form LEA-02 with supporting documentation should be completed and submitted. If experience is included in the certification requirements, Form 6-A with appropriate verification should also be attached.

STEP 5. If the certification area requires a Bachelor's degree, follow the instructions for submitting correct information as outlined on the Initial Application, Form 1.

STEP 6. When a Bachelor's degree is not a requirement, the employer should submit the completed Form LEA-02. Include evidence of high school graduation or GED, verification of work experience (if required), license as applicable to the certification area and a $30 certified check or money order payable to Certification Section.

STEP 7. Mail to the Certification Section at the above address.

Revised 7/89

FORM C-02

FORM LEA-02

FORM 6-A

VOCATIONAL EDUCATION - SPECIFIC REQUIREMENTS

(Certification areas are listed in ascending code number order.)

Code 700 – AGRICULTURE EDUCATION

Class A Provisional (minimum level) - To qualify requires:

(1) Graduation at the bachelor's degree level from a regionally accredited college or university with a degree in technical agriculture

(2) Work experience (4 years or equivalent) in agriculture occupation

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Methods of Instruction in Agricultural Education
- Occupational Experiences in Agriculture
- Curriculum Development in Agriculture
- Special Problems in Agriculture

Code 710 – HOME ECONOMICS

Completion of an approved teacher education program is required. The Certification Section does not evaluate for this area.

Code 711 – VOCATIONAL DIRECTOR

Class SG Provisional (minimum level) - To qualify requires:

(1) Non-provisional Class VA or A level certification in a vocational education program area

(2) Graduation at the Master's degree level from an approved teacher education program

(3) Teaching experience - five (5) years minimum teaching, supervision, or administration within the preceding 8 years (two (2) years minimum in occupational education programs)

(4) Internship sponsored by Division of Vocational Education Services.

Coursework required to clear provisional status:

15 semester hours (or equivalent) selected from the following areas:

<u>Technical</u>

- Analysis of Labor Demands
- Analysis of Job Requirements
- Population Statistics and Trends
- Conducting Community Occupational Surveys

<u>Professional</u>

- Educational Planning and Administration
- Supervision and Leadership

- Curriculum Development in Vocational Education
- Philosophy and Administration of Vocational Education
- Organization and Use of Advisory Committee
- Evaluation Techniques
- Organization and Leadership in Youth Activities

Code 720 – HEALTH OCCUPATIONS

Class V Provisional (minimum level) - To qualify requires:

(1) Graduation from a nationally accredited institution in nursing

(2) A registered nurse with an active North Carolina license

(3) Work experience - Three (3) years minimum either supervisory and/or teaching in health care or maintenance occupation, one of which to have occurred within the past two years.

Coursework required to clear provisional status:

12 semester hours (or equivalent) to be taken from an approved Health Occupations Education, Health Education or a vocational teacher education program as follows:

6 semester hours selected from:

- Methods of teaching competency-based instruction
- Philosophy of education or principles of education
- Theories in competency-based program planning, development and evaluation
- Development and applications of competency-based instructional materials

6 semester hours selected from:

- Audio-visual applications
- Computer assisted instruction
- Special education principles
- Management of vocational student organizations
- Health careers/health industry survey

NOTE: Class VA Provisional requirements are the same as for Class V except for Item 1 above which requires graduation from a nationally accredited institution in nursing at the bachelor's degree level.

Code 730 – MARKETING EDUCATION

Class VA Provisional (minimum level) - To qualify requires:

(1) Graduation at the bachelor's degree level from a regionally accredited college or university.

(2) Work experience - two (2) years minimum in a marketing occupation to have occurred within the past five-year period. If work experience

did not occur within the past five years, a work experience/internship from an approved teacher education program must be completed.

(3) Completion of 12 semester hours in technical marketing/merchandising such as sales, marketing, advertising, promotion, merchandise analysis, marketing management.

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Administration and Supervision of Marketing Education
- Coordination Techniques of Marketing Education (or Coordination Techniques of Vocational Education)
- Curriculum and Instruction in Marketing Education
- Organization and Management of DECA Learning Activities

Code 740 -- TRADE PREPARATORY PROGRAMS

Class V Provisional (minimum level) - To qualify requires:

(1) General Education Diploma (GED) or high school diploma

(2) Work experience - four (4) years or equivalent in Industrial Trade occupation. (Two of the years should have occurred within the past five-year period.)

Coursework required to clear provisional status:

15 semester hours (or equivalent) as follows:

- Introduction to Trade and Industrial Education
- Occupational Analysis or Shop Safety
- Methods of Teaching Industrial Subjects
- Organization and Management of Youth Club Activities
- Development of Instructional Materials and Devices

NOTE: Class VA Provisional requirements are the same as for Class V, except for Item 1 above which requires graduation from a regionally accredited college or university at the bachelor's degree level. The NTE Professional Knowledge (PK) test score is required.

Code 745 -- INDUSTRIAL COOPERATIVE TRAINING

Class VA Provisional (minimum level) - To qualify requires:

(1) Graduation at the bachelor's degree level from a regionally accredited college or university, and

(2) Work experience - two (2) years minimum in industrial occupations to have occurred within the past five-year period. If work experience did not occur within the past five years, a work experience/internship from an approved teacher education program must be completed.

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Introduction to Trade and Industrial Education (must be prior to teaching or during the first semester)
- Principles and Practices of Industrial Cooperative Training
- Organization and Management of Youth Club Activities
- Organization of Related Study Materials (Coordination Techniques of Cooperative Occupational Education)

Code 747 – INDUSTRY-EDUCATION COORDINATOR

Class VA or VG Provisional (minimum level) - To qualify requires:

(1) Graduation at least at the bachelor's degree level in a vocational education program area or at the master's degree level in school counseling from a regionally accredited college or university.

(2) Work Experience - One (1) year's documented work experience related to business, industry, or labor. The work experience must have occurred within five years of the application of certification. If work experience did not occur within the five year period, a directed work/internship from an approved teacher education program must be completed.

OR

Completion of two (2) years of work as a coordinator of the cooperative method in a vocational education program area.

Coursework required to clear provisional status:

6 semester hours (or equivalent) as follows:

- Career/Occupational Information
- Introduction to Guidance Theory

*NOTE: If 005, School Counselor, certification is held, the above 6 semester hours are **not** required.*

AND

6 semester hours (or equivalent) as follows:

- Administration and Supervision of Vocational Education
- Coordination Techniques

*NOTE: If one of the cooperative certification areas is held, the 6 semester hours shown immediately above are **not** required. Cooperative areas include: 700-Agriculture, 710-Home Economics, 730-Marketing, 745-Industrial Cooperative Training, 760-Vocational Business, 761-Vocational Business-Information Processing.)*

Code 760 – VOCATIONAL BUSINESS EDUCATION

Code 761 – VOCATIONAL BUSINESS EDUCATION - INFORMATION PROCESSING

Class VA Provisional (minimum level) - To qualify in either or both areas requires:

(1) Graduation at the bachelor's degree level from a regionally accredited college or university with a major in a business field; e.g., Administrative Services, Business Administration, Accounting, or Management Information Systems.

OR

(2) Hold or be eligible to hold Business Education certification. (Code 600 or 601)

(3) Work Experience – Minimum one (1) year in business and office occupation to have occurred within the past five years. If work experience has not occurred within the past five years, a work experience/internship (250 hours) from an approved teacher education program must be completed.

Code 760 – Coursework required to clear provisional status:

12 semester hours (equivalent) selected from:

- Introduction to Computer Concepts/Applications
- Business Information Systems
- Coordination Techniques of Business Education
- Administration and Supervision of Business Education
- Methods of Teaching Business Subjects (except for holders of 600 or 601)

Code 761 – Coursework required to clear provisional status:

15 semester hours (or equivalent) selected from:

- Administration and Supervision of Business Education
- Coordination Techniques of Business Education
- Introduction to Computer Concepts/Application
- Basic Programming
- Programming in COBOL or equivalent computer language
- Methods of Teaching Business Subjects (except for holders of 600 or 601)

Code 770 – HANDICAPPED/DISADVANTAGED

Class V Provisional (minimum level) - To qualify requires:

Certification in an occupational education area relative to job responsibilities.

Class VA Provisional - To qualify requires:

Graduation at the bachelor's degree level from an approved college or university in a special education, vocational education program area, or a vocational evaluation curriculum.

Coursework required to clear provisional status:

12 semester hours as follows:

(a) 3 semester hours selected from:
Vocational Assessment - e.g., Fundamentals of Vocational Assessment, Vocational Assessment in School Settings, Vocational Assessment Practices for Special Needs Students

(b) 6 semester hours selected from:
Guidance, Counseling, and Career Development - e.g., Cross Cultural Counseling, Principles of Career Counseling and Development, Theories and Techniques in Counseling, Guidance and Testing

(c) 3 semester hours selected from:
- Teaching Vocational Education Subjects or Curriculum Modification in Vocational Education for Special Needs Students (for persons holding an exceptional children certification area or vocational evaluation degree)
- Education of Special Needs Students - e.g., Introduction to Exceptional Children, Curriculum Modification Strategies for the Special Needs Student (for persons holding a vocational education program area degree or certification)

Code 777 – CAREER EXPLORATION

Class VA Provisional (minimum level) - To qualify requires:

(1) Graduation at the bachelor's degree level from a regionally accredited college or university.

(2) Work experience (one (1) year minimum) or technical field of study related to appropriate middle grades lab. The following middle grades labs list indicates prerequisite areas of certification which should be required to qualify for assignment in Career Exploration positions.
- Business Lab - Business (code 600 or 601), Vocational Business Education (code 760 or 761), or Marketing Education (code 730).
- Industrial Lab - Industrial Arts (code 820) or Trade Preparatory Programs (code 740).
- Service Lab - Home Economics (code 710).
- Environmental Lab - Agriculture (code 700).
- Occupational Information Lab - Counselor (code 005) or Industry Education Coordinator (Code 747).

Coursework required to clear provisional status:

12 semester hours (or equivalent) as follows:

- Middle Grades Occupational Exploration
- Methods of Teaching Occupational Education
- History and Philosophy of Vocational Education
- Occupational Information

NOTE: *Certification in either lab qualifies an individual for a Career Exploration sixth-grade curriculum assignment.*

Code 820 -- INDUSTRIAL ARTS - TECHNOLOGY EDUCATION

Completion of an approved teacher education program is required. The Certification Section does not evaluate for this area.

Vocational Education Certification Codes

700	Agriculture
701	Agriculture Technology
710	Home Economics
720	Health Occupations Education
730	Marketing Education
740	Trade Preparatory Programs
745	Industrial Cooperative Training
747	Industry Education Coordinator
760	Vocational Business Education
761	Vocational Business Education - Data Processing
770	Handicapped/Disadvantaged
777	Career Exploration
820	Industrial Arts
999	Junior ROTC

SECTION VI: SPECIAL SERVICE PERSONNEL

SECTION VI: SPECIAL SERVICE PERSONNEL

SUPERINTENDENT (011)

The election by a local board of education of a superintendent ***requires verification*** by the Certification Section that the individual holds the superintendent and principal certification areas with a minimum of one year of experience (or the equivalent) as a principal reflected in the principal area. The advanced level (sixth-year degree requirements) in school administration ***is required*** to qualify for superintendent certification.

PRINCIPAL (012)

The administrative/instructional leader of a school as designated by a local board of education ***must hold principal certification.*** Certification is based on the completion of approved program requirements in school administration. The master's degree level is the ***minimum*** level to qualify. (See Provisional Certification in Section III for more specific information.)

NOTE: See Special Salary Provisions for Supervisor/Director Assignments in Section VIII for further information.

ASSISTANT PRINCIPAL (012)

Certification is ***required*** of all assistant principals employed ***after*** July 1, 1987. An assistant principal must hold the principal certificate or may be issued the provisional principal's certificate under the same State Board of Education rules that apply to principals. Full-time assistant principals who were employed for at least one year prior to July 1, 1987, ***may continue in that assignment only,*** without holding or meeting the principal requirements. The assistant principal assignment ***cannot*** be used to satisfy the Initial Certification Program (ICP) requirements to convert an initial principal certification to continuing status.

CURRICULUM-INSTRUCTIONAL SPECIALIST (113)

This certification is ***required*** for all "supervisor/director" assignments with specific responsibilities as an instructional leader to consult with and advise

administrators, teachers, and other professional personnel. Certification is based on the completion of approved program requirements for Curriculum-Instructional Specialists. The master's degree level is the ***minimum*** level to qualify. (See Provisional Regulations in Section III and Vocational Education in Section V for further information.)

NOTE: See Special Salary Provisions for Supervisor/Director Assignments in Section VIII for further information.

INSTRUCTIONAL TECHNOLOGY SPECIALIST - COMPUTERS (077)

Supervisor/director level certification is ***required*** for service as a director of a computer education program. Certification is based on completion of approved program requirements at a college or university. The master's degree level is the ***minimum*** level to qualify. (See Provisional Certification in Section III for information on provisional requirements.)

*NOTE: **Individuals serving in the Computer Coordinator capacity are paid according to the position allotment since special allotments at the supervisor pay level are not provided by the State.***

MEDIA SUPERVISOR (078)

Supervisor/director level certification is ***required*** for service as director of media services in a school system. Certification is based on ***eligibility*** to hold the media coordinator certificate ***plus*** twelve (12) graduate semester hours of credit in administration, curriculum development, and supervision.

EXCEPTIONAL CHILDREN PROGRAM ADMINISTRATOR (88099)

Supervisor/director level certification is ***required*** for service as director of exceptional children programs. Certification is based on completion of requirements in a special education certificate area at the master's degree level ***plus*** nine graduate semester hours of credit in administration, curriculum development and supervision.

VOCATIONAL DIRECTOR (711)

Supervisor/director level certification is ***required*** for service as director of vocational education programs. Certification is based on completion of approved program requirements at a college or university. The master's degree level is the ***minimum*** level to qualify. (See Provisional Certification in Section III for information on provisional requirements and Vocational Director in Section VI for further information.)

COUNSELOR (005)

This certification is ***required*** for the school counselor position which has the primary responsibility for leadership and implementation of the school counselor program. Certification is based on the completion of approved program requirements at a college or university. The Master's degree level is the ***minimum*** level to qualify. (See Provisional Certification in Section III for information on provisional requirements.)

SCHOOL SOCIAL SERVICE WORKER (006)

This certification is ***required*** for the social worker positions in the public schools which have the responsibility for assisting in the prevention and resolution of difficulties that obstruct a child's ability to derive optimum benefit from the school experience. Certification is based on the completion of approved program requirements.

*NOTE: **There is no NTE testing requirement for certification as a school social service worker.***

MENTOR (008)

This ***add-on certification*** identifies personnel possessing competencies which facilitate the building of an environment conducive to professional growth, and is appropriate for individuals expected to perform job functions designed to promote growth among other adults in the school environment. The SBE has adopted appropriate competencies for this area which allows IHEs to offer programs leading to certification. Direct certification is based on the completion of the State workshops: (1) N.C. Effective Teacher Training Program, 30 hours; (2) N.C. Performance Appraisal Training Program, 24 hours; and (3)

N.C. Mentor/Support Team Training Program, 24 hours. Mentors must successfully demonstrate mentoring competencies while serving for one year as a mentor or support team member. ***All certified personnel are eligible upon completion of requirements to receive Mentor certification including vocational teachers certified on a non-degree basis.***

SCHOOL PSYCHOLOGIST (026)

School psychologists employed by the local school systems must be certified by the Certification Section. All school psychologists must meet Level II. The sixth-year approved program degree is the ***minimum*** level to qualify for certification. ***Psychologists in private practice contracted by the local school administrative units must be licensed by the State of North Carolina.*** Psychologists providing services through another state agency must meet qualifications of the employing agency. (See Lateral Entry in Section I for specific information on school psychologists.)

Special Service Personnel Certification Codes

011	School Administrator - Superintendent
012	School Administrator - Principal
113	Curriculum Instructional Specialist
077	Instructional Technology Specialist - Computers
078	Media Supervisor
711	Vocational Director
88099	Program Administrator (Exceptional Children)
005	Counselor
006	School Social Worker
008	Mentor
026	School Psychologist

SECTION VII:
COLLEGE/UNIVERSITY METHODS FACULTY CERTIFICATION

SECTION VII: COLLEGE/UNIVERSITY METHODS FACULTY CERTIFICATION

Effective July 1, 1989, college/university faculty who teach ***undergraduate or graduate methods courses or supervise field experiences*** for prospective classroom teachers in approved teacher education programs are required to be certified. A methods faculty is defined as anyone who teaches a methods course. A methods course is defined as any course in which the primary focus is on techniques, procedures, strategies or organization for teaching. A course shall be determined to be a methods course if ***any one*** of the following criteria apply:

- The course is called a "methods" course.
- The primary focus of the course is on techniques, procedures, strategies or organization for teaching.
- The course contains a supervised field experience in a school with a participatory component.

Specifically, methods faculty must hold certification in the content area in which they are teaching and/or supervising, and they must demonstrate involvement with teachers in public schools. Faculty supervising students in field experiences must hold certification in a curriculum area at the appropriate level and/or they must demonstrate involvement with teachers in public schools. ***The requirements and process for methods faculty certification are the same as for other individuals.***

The requirement to be certified ***only applies to those methods faculty who are involved in the preparation of classroom teachers*** which includes Media Coordinators, Exceptional Children, and Vocational Education programs. This requirement is ***not applicable for preparation programs for certification*** as an Administrator, Curriculum-Instructional Specialist, or Special Service areas (i.e., School Counselor, School Social Worker, School Psychologist).

Following are some specific methods teaching assignments and the appropriate certification(s) for each assignment:

- Methods instructors in courses preparing teachers for grades 9-12 must hold secondary certification specifically in the content area for which preparation is intended, or they must hold certification as a Curriculum-Instructional Specialist.

- Methods instructors in courses preparing teachers for the elementary/middle grades (Pre-K–9) must hold certification in an elementary/middle area (e.g. Pre-K, K-4, 4-6, K-6, and/or 6-9) or certification as a Curriculum and Instructional Specialist.

- Methods instructors in courses preparing teachers for K-12 Special Subject areas must hold the specific K-12 Special Subject area for which students are being prepared, or certification as a Curriculum and Instructional Specialist.

- Methods instructors in courses preparing students for certification in more than one secondary area must hold certification in at least one secondary area, such as Mathematics, Science, English, etc., or certification as a Curriculum and Instructional Specialist.

- Methods instructors in courses preparing students for more than one Special Subject Area must hold certification in at least one Special Subject Area, or certification as a Curriculum and Instructional Specialist.

- Methods instructors in courses preparing students for certification in Exceptional Children's areas must hold at least one Exceptional Children's certification area, or certification as a Curriculum and Instructional Specialist.

- Methods instructors in courses preparing students for certification in Vocational Education areas must hold certification in the vocational area specifically related to the content area for which the student is being prepared to teach.

Certificate renewal is required every five (5) years and is based on verification by deans/department heads that 15 appropriate renewal credits have been accumulated during the five years immediately preceding the expiration date of the currently-held certificate.

SECTION VIII: SALARY AND CERTIFICATION

SECTION VIII: SALARY AND CERTIFICATION

Public school employees are paid on a state salary schedule in accordance with the ***certificate class level, experience level,*** and ***assignment*** in the categories of teacher, curriculum specialist or administrator. The following rules apply for crediting experience to certified areas:

- Experience earned by serving as Superintendent is creditable toward the Superintendent rating as well as all other certificate areas held.

- Experience earned by service as a Principal is creditable toward the Principal rating as well as Curriculum Supervisor, Student Service areas and all teacher areas held.

- Experience earned by service as a Curriculum Supervisor is creditable toward Supervisor as well as Student Service areas and all teacher areas held.

- Experience earned by service as Teacher is creditable toward all teacher areas as well as Curriculum Supervisor and all Student Services areas held.

The following rules apply in the evaluation to establish experience ratings.

1. ***Full-time work*** in payroll status of ***not less than six calendar months*** within one fiscal year (July 1 to June 30) in a school unit ***is defined as a year of experience.*** This excludes experience in a one-teacher private school or as an instructor teaching less than one-half time.

2. ***Two years of part-time work*** in payroll status in a school unit for ***not less than one-half time*** (three hours or more per day, five days per week) ***for six calendar months*** or more during a fiscal year ***may be combined*** for a salary increment at the beginning of the subsequent year. This regulation became effective July 1, 1969.

3. ***Full-time work*** in payroll status (see #1 above) in a school unit ***for less than six calendar months*** within one fiscal year ***may be combined with full-time experience of less than six calendar months from another fiscal year*** and thereby qualify for an experience increment at the beginning of the subsequent fiscal year. This regulation became effective July 1, 1969.

4. *Work in payroll status on a part-time or full-time basis in prior fiscal **years can qualify a person for an experience increment under full-time** equivalency.* Such experience must total the equivalent of six months of full-time employment for each year for which an experience increment is granted. *More* than six months of experience in any one fiscal year *will **not count*** toward additional experience. Part-time experience is defined in #2 above. This provision became effective July 1, 1975.

5. ***Service as a tutor, clerical paraprofessional or substitute teacher is not recognized for experience credit.*** Credit for service as an instructional teaching assistant, after having qualified for certification, can be used to establish experience increments ***(one for the first year and one for each two years thereafter).*** Documentation verified by the employer to indicate the following qualifying criteria must be provided by the ***applicant.*** Instructional teaching assistant experience must be full-time service in the classroom with school age children and with actual instructional teaching responsibilities comprising a minimum of 50% of daily activities.

6. ***Credit for a year of experience gained in one school year in two or more school administrative units is allowed*** unless the State Superintendent of Public Instruction has been advised that the contract of the person was willfully breached during the school year.

7. ***Professional experience in a school unit located outside the State is allowed*** if properly documented and the above criteria have been met.

8. ***Professional level public agency or private sector experience can qualify for experience increments*** (one year for each 12 months employment), provided the experience is determined to be directly related to the certification held. Example: Twelve calendar months working as a chemist for a chemical lab could qualify for one experience increment if certified in Science or Chemistry. Non-teaching work experience should be verified by using Form 6-A. Verification by the employer indicating duties and level of responsibility must be provided by the applicant.

SALARY PROVISIONS FOR GRADUATE CERTIFICATION

Salary certification at the graduate level (master's degree certification) for a teaching area is ***automatic.*** When an individual holds a Class G teaching area and is employed as a teacher, the individual is eligible for Class G salary.

Some restrictions apply. The area(s) of certification at Class G level for which the salary is established must have been added based on the completion of an approved teacher education program or equivalent. Therefore, certificates with a second-digit Program Code 5 at the Class G level cannot be used to determine the G level salary for assignments in other areas. These areas are based on criteria other than an approved teacher education program and are restricted to a specific area of employment.

NOTE: Effective July 1, 1988, individuals who hold only the Class A level in an elementary or secondary teaching area in addition to a student service area (school psychologist, school counselor, or school social service worker) at the master's degree level or above, may be paid on the Class G salary schedule for a teacher if employed as a teacher. This rule applies similarly to a Class G level teacher who may hold Class SWA, Social Worker (006), and is employed as a Social Worker.

SPECIAL SALARY PROVISIONS FOR ADVANCED AND DOCTORAL CERTIFICATION

Salary certification at the advanced (sixth-year) or doctoral level for a *teaching* area is ***not automatic. In vocational education, special education, and special services*** (superintendent, principal, supervisor, vocational director, exceptional children program administrator, counselor, school social worker, and school psychologist) ***the salary certification is automatic*** when the budget code shows a categorical area in which the advanced or doctoral certificate is held.

To qualify for the advanced or doctoral level salary, the employing superintendent ***must verify*** that the teacher is assigned the majority of the day in the area in which the advanced certification is held. A ***majority assignment*** exists when 50 percent or more of the daily teaching duties is in the field of advanced certification.

The ***school superintendent*** is responsible for:

- Filing a Request for Advanced or Doctoral Level Salary Supplement (Form LEA-03) for all employees not serving in categorically funded positions each year.

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Request for Salary Certification
for the Advanced or Doctoral Supplement

FORM LEA-03

SPECIAL SALARY PROVISIONS FOR JUNIOR ROTC INSTRUCTORS

Salary determination for the Junior ROTC personnel ***differs*** from that for other instructors. Junior ROTC programs are jointly supported by the military and each local school system. The military determines what salary the instructors would receive if on active duty and then determines the salary received under retirement provisions. The ***difference*** between active duty pay and retirement pay ***is equally assumed by the military and the local school system.*** In essence, Junior ROTC instructors receive as total compensation what they would receive if on active duty. If the total compensation (Formula: retirement pay and the supplement to equal active duty pay) is ***more than*** the amount the individual would earn on the State Salary Schedule based on their teaching certificate rating, ***the individual is paid the formula amount.*** However, if the total compensation is ***less than*** the amount the individual would earn on the State Salary Schedule, based on their certified rating, ***the local school system must provide additional funds to raise the final compensation to that specified level.*** In some situations, the local portion of the salary for the Junior ROTC instructors may be paid from state funds. For a state funded position, the operating budget entry must show the percentage of the individual's total salary paid from state funds.

SPECIAL SALARY PROVISIONS FOR SUBSTITUTE TEACHERS

Substitute teachers may or may not be certified, and therefore special provisions pertain to pay. ***Individuals holding certification are eligible for a salary classification.*** Eligible certification includes a North Carolina or any other state certificate, and may be in any field or area. Eligible certificates are not required to be active. An active Lateral Entry certificate is eligible. Proof of certification is required in order to receive the higher salary.

The following policies became effective July 1, 1987.

The daily rate of pay for substitute teachers who ***have held or now hold*** teaching certificates is $52.00. Substitute teachers who ***do not hold*** teaching certificates ***but have completed one week*** of Effective Teacher Training receive $45.00 per day. Substitutes ***without teaching certificates*** will be paid $35.00 daily ***until completion*** of one week of Effective Teacher Training. These substitutes will be used only in emergencies and can serve only one year as a substitute teacher.

All substitute teachers must participate in a minimum one-day orientation/instruction-related program developed by the local school system ***during each year of service.*** The program should acquaint the substitute with local policies, procedures, practices and expectations.

Local school systems should, whenever possible, employ certified persons as substitute teachers in the public schools.

SALARY CHANGES OCCURRING DURING THE SCHOOL YEAR

Salary changes resulting from ***additional preparation*** (upgrade to a higher certificate class) completed during the school year will be permitted if the work is ***completed prior to*** April 1 of the school year. The change in salary ***becomes effective*** with the first day of the pay period following the effective date of the new certificate.

SPECIAL SALARY PROVISIONS FOR SUPERVISOR/DIRECTOR ASSIGNMENTS

The salary certification process now includes a "General Administration" budget code for Supervisor allotments which enables an individual certified as Principal to receive a salary based on the Supervisor's pay scale without being required to acquire Curriculum Instructional Specialist certification.

NOTES:

SECTION IX: CERTIFICATE SUSPENSION AND REVOCATION

SECTION IX: CERTIFICATE SUSPENSION AND REVOCATION

The State Board of Education may suspend or revoke a certificate issued by the Certification Section. The following constitute the reasons such action(s) may occur:

- fraud, material misrepresentation or concealment in the application for certification;
- changes in or corrections of the certificate documentation which make the individual ineligible to hold a certificate;
- conviction or entry of a plea of no contest, as an adult, of a crime if there is a reasonable and adverse relationship between the underlying crime and the continuing ability of the person to perform any of his/her professional functions in an effective manner;
- final dismissal of a person by a local board pursuant to immorality, if there is a reasonable and adverse relationship between the underlying misconduct and the continuing ability of the person to perform any of his/her professional functions effectively;
- final dismissal of a person by a local school system for physical or mental incapacity;
- resignation from employment with a local school system without 30 work days' notice, except with the prior consent of the local superintendent; and
- revocation of a certificate by another state when the person's North Carolina certificate was issued on the basis of reciprocity.

PROCEDURE FOR CERTIFICATE SUSPENSION AND REVOCATION

The ***Superintendent of Public Education*** is responsible for:

- Initiating revocation proceedings upon the written request and submission of information by any party in a position to present evidence as a basis of revocation.

- Preparing and filing written changes with the State Board of Education if, after investigating the available information, the superintendent finds that probable cause exists for suspension or revocation.

- Sending a copy of the charges to the certified person and informing the person of hearing procedures.

The ***individual*** is responsible for:

- Requesting an informal conference with the superintendent or designee within 10 days after receipt of notice. After the informal conference, the State Board of Education may enter into a written settlement with the person, direct that the charges be dismissed, or proceed with the action.

- Filing a written request for a formal hearing before the State Board of Education within 10 days after action by the State Board as a result of the informal conference.

- Waiving an informal conference and making a written request for a formal hearing, within 10 days after receipt of the charges.

The ***State Board of Education*** is responsible for:

- Proceeding with the suspension or revocation action if the individual fails to make a timely request for a hearing.

- Naming an officer to conduct the formal hearing. The hearing is held in accordance with North Carolina law regarding administrative hearings, ***except that the hearing is private unless the individual requests otherwise.***

- Making the final agency decision.

- Suspending an individual's certificate for a stated period of time or permanently revoking the certificate. A local board may request that the Board revoke a teacher's certificate who resigns without giving at least 30 days' notice for the remainder of the year.

- Reinstating a suspended or revoked certificate or granting a new certificate upon application and a showing of good cause by the individual. ***The burden of proving good cause is on the applicant.***

- Notifying all other states of all actions involving suspension, revocation or reinstatement of a certificate.

NOTE: The SBE will not approve reinstatement of a revoked/suspended certificate if the basis for revocation was:

- ***abuse of minors;***
- ***posession, sale or use of controlled substances; or***
- ***moral turpitude.***

NOTE: See Appendix B for North Carolina Administrative Code, Title 16, Chapter 6, Subchapter 6C, Section .0312.

NOTES:

SECTION X: GENERAL INFORMATION

SECTION X: GENERAL INFORMATION

TENURE/CERTIFICATION RELATIONSHIP

G.S. 115C-325, System of Employment for Public School Teachers, outlines the legal processes for tenure. Certification is specifically linked to that process in that a teacher must hold "a current, not expired, Class A certificate or a regular, not provisional or expired, vocational certificate issued by the Department of Public Instruction" ***to enter the tenure process. All other professional personnel (principal, counselor, etc.) must follow the same rule.***

In simple terms, the certification held by a person cannot have any specified credit and/or NTE deficiencies which must be earned to hold a clear certificate if the person is to enter the probationary period and build the 3 consecutive years necessary to be granted tenure. ***If credit deficiencies exist,*** the deficiencies must be cleared before the person may begin the three (3) years of consecutive experience required for tenure.

Certification issued as "Initial" with no credit deficiencies ***allows probationary employment in the tenure track and three (3) consecutive years of employment make the person eligible for tenure.***

CREDIT

The Certification Section does not accept credits submitted on a piecemeal basis. Credits are retained for individuals at the time of qualification for certificate action, such as qualifying for initial certification, upgrading to higher class, qualifying for an additional area, etc. Records are kept on microfiche and computer files. ***Hard copy documentation is destroyed after processing but will be returned to the individual upon request along with a self-addressed stamped envelope.*** Regular renewal credit is ***not*** recorded in Certification Section records for employed personnel ***since it is retained in local employer records*** for purposes of acceptance/rejection of automatic certificate extensions.

DATING OF CERTIFICATES

The dating of certificates policy regulates the effective date of a certificate. This date indicates the ***beginning point*** for which a salary can be determined

for an individual relative to the area of certification and class level. ***The certificate expiration date is always at a fiscal year ending date (June 30).***

Normally, ***continuing certificates*** show an effective/expiration time period which is five years in duration and parallels a five-year renewal period. Five-year dating cycles are initially based on the completion of credit requirements to qualify for certification, the completion of certificate renewal or a valid certificate held from another state with which reciprocity has been established.

Sometimes other factors will cause a certificate to indicate a greater or lesser time period than five years; e.g. mid-year graduates applications that are promptly processed by the IHE normally receive the remainder of the current fiscal year plus five years. For ***non-provisional*** certificates, the five-year renewal period is always the five-year time period preceding the expiration date. ***Renewal credit*** must always be accumulated (completed) during the effective and expiration date of a five-year renewal period to maintain certification.

The effective date of a certificate can occur on any date throughout the year. The Certification Section attempts to set those at the fiscal year beginning date when possible (July 1). Sometimes, however, the date of qualification for Initial Certification renewal or upgrade to a higher class and the effect on current year employment necessitates setting the effective date other than on the fiscal year beginning date. Completion of requirements during mid-year or second session of summer school is a common factor which requires an effective date to be set other than on the fiscal year beginning date.

Initial certificates normally show an effective/expiration date that is two years in duration. However, these individuals have a five-year renewal cycle associated with their certification. The five-year time period is based on either the completion of the pre-service teacher education program, certificate renewal, or the dates of an out-of-state certificate. Since individuals issued initial certificates may not be immediately employed, this gives them the opportunity within a five-year time frame (eligibility period) to become employed and complete Initial Certification Program (ICP) requirements. If they do become employed during the five-year time frame (dating cycle) and complete ICP requirements, when recommended by the employer, the initial certificate can then be reissued as a continuing certificate for the remainder of the dating cycle. The individual must have the appropriate credit by the end of his/her cycle to meet renewal regulations. All credit/experience completed during the five-year period ***(including ICP)*** can count toward renewal. If the

individual is unsuccessful in completing ICP, then the certificate expires and cannot be reissued except as specified by ICP regulations.

It is difficult to know when the five-year eligibility period begins and ends for Initial Certificate holders without checking with the Certification Section since the two-year initial certificate could be for any of the two years during the five-year time period. If the initially certified teacher does not have the opportunity to serve in an ICP during the five-year eligibility period, then the Initial Certificate ***can be extended beyond that time period by completing renewal requirements.***

DUPLICATE CERTIFICATE

Any certified person may apply to the Certification Section for a duplicate certificate, in the event the ***original is lost*** or ***if there is a change in the applicant's name.*** The applicant should complete the Subsequent Application For Certification, Form 1-B. A processing fee is required.

PROCESSING FEE

A processing fee of $30 is required when an application for initial or subsequent certification is filed by an individual. ***The fee is required for:*** all original applications; changes which qualify individuals for higher salaries, add experience, or reinstate expired certificates; and other actions requested by individuals ***for the benefit of the individual. The processing fee is waived for*** in-field ***teaching*** assignment changes and name changes ***which are requested by the school system for its benefit.*** A certified check or money order should be made payable to the Certification Section. Cash or personal checks are not accepted.

ADDRESS FOR CERTIFICATION

The address for the Certification Section is:

Certification Section
116 West Edenton St.
Raleigh, NC 27603-1712

TELEPHONE INFORMATION

The Certification Section operates on an eight-hour day with telephone accessibility from 8:00 a.m. to 5:00 p.m. A ***special non-publicized line is available for superintendents and personnel officers.*** This line is reserved for superintendent and personnel officer use ***only*** in resolving certification issues for their certified personnel. Individual teachers are not provided assistance on this line.

Superintendents and personnel officers are encouraged to assist their employees, when appropriate, regarding certification issues in order to ensure that appropriate action is taken by the Certification Section.

In order to assist individuals, a special telephone system referred to as the ***Professional Certification Assistance Line*** has been developed for use through a touch-tone telephone. This is a computerized telephone system designed to provide general information regarding certification policies and processing procedures. It has the capability to provide individuals with specific information regarding their personal certification; e.g. certificate status. Individuals who are not able to resolve questions/problems may gain direct contact with a certification staff member through this system.

This system is specifically designed to assist individuals. It also will be of special help to those LEA personnel officers who do not have the capability to directly access the professional certification files via a computer terminal.

NOTES:

APPENDICES

Appendix A: Sections of GS 115C Related to Certification

Superintendents.

G.S. 115C-271. Selection by local board of education, term of office.

....It is the policy of the State of North Carolina that the superintendent of each of the several school administrative units be hired solely at the discretion of the local boards of education and that a candidate for superintendent of a local school administrative unit must have been, at least, a principal in a North Carolina public school or have equivalent experience as prescribed by the State Board of Education and have other minimum credentials, educational prerequisites and experience requirements as the State Board of Education shall prescribe. The State Board of Education is directed to promulgate prerequisites for candidacy for superintendent not later than January 1, 1985.

If any board of education shall elect a person to serve as superintendent of schools in any local school administrative unit who is not qualified, or cannot qualify, according to this section, such election is null and void and it shall be the duty of such board of education to elect a person who can qualify.

In all city administrative units, the superintendent of schools shall be elected by the city board of education of such unit, to serve for a period of either two or four years, which term of office shall be within the discretion of the board; and the qualifications, provisions and approval shall be the same as for county superintendents. The city board of education may, with the written consent of the current superintendent, extend or renew the term of the superintendent's contract at any time during the final 12 months of the contract; provided, however, when new members are to be elected or appointed and sworn in during the final 12 months of the contract, the board may not act until after the new members have been sworn in. The election shall be held biennially or quadrennially, as the case may be, during the month of April.

Principals and Supervisors.

G.S. 115C-284. Method of selection and requirements.

....(c) The State Board of Education shall have entire control of certifying all applicants for supervisory and professional positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates, and shall determine and fix the salary for each grade and type of certificate which it authorizes. Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(d1) It is the policy of the State of North Carolina that, subsequent to the adoption of a system of classroom teacher differentiation and prerequisites to candidacy for principal, a classroom teacher must have attained at least the second level of differentiation, have at least four years of classroom teaching experience, and possess, at least, a Masters Degree in Education Administration. This subsection shall not apply to educational personnel certified as of July 1, 1984.

(e) It shall be unlawful for any board of education to employ or keep in service any principal or supervisor who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.

....(h) All principals and supervisors employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe.

G.S. 115C-295. Minimum age and certificate prerequisites.

(a) All teachers employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe: Provided further, that no person shall be employed to teach who is under 18 years of age.

(b) It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.

G.S. 115C-296. Board sets certification requirements.

(a) The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(b) It is the policy of the State of North Carolina to maintain the highest quality teacher education programs in order to enhance the competence of professional personnel certified in North Carolina. To the end that teacher preparation programs are upgraded to reflect a more rigorous course of study, the State Board of Education shall submit to the General Assembly not later than November 1, 1984, a plan to promote this policy. The State Board of Education, as lead agency in coordination and cooperation with the University Board of Governors, the Board of Community Colleges and such other public and private agencies as are necessary, shall continue to refine the several

certification requirements, standards for approval of institutions of teacher education, standards for institution-based innovative and experimental programs, standards for implementing consortium-based teacher education, and standards for improved efficiencies in the administration of the approved programs.

(c) It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector. To this end, before the 1985-86 school year begins, the State Board of Education shall develop criteria and procedures to accomplish the employment of such individuals as classroom teachers. Regardless of credentials or competence, no one shall begin teaching above the middle level of differentiation. Skilled individuals who choose to enter the profession of teaching laterally may be granted a provisional teaching certificate for no more than five years and shall be required to obtain certification before contracting for a sixth year of service with any local administrative unit in this State.

G.S. 115C-309. Student teachers.

(a) Student Teacher and Student Teaching Defined. A "student teacher" is any student enrolled in an institution of higher education approved by the State Board of Education for the preparation of teachers who is jointly assigned by that institution and a local board of education to student-teach under the direction and supervision of a regularly employed certified teacher.

"Student teaching" may include those duties granted to a teacher by G.S. 115C-307 and 115C-390 and any other part of the school program for which either the supervising teacher or the principal is responsible.

(b) Legal Protection. A student teacher under the supervision of a certified teacher or principal shall have the protection of the laws accorded the certified teacher.

(c) Assignment of Duties. It shall be the responsibility of a supervising teacher, in cooperation with the principal and the representative of the teacher-preparation institution, to assign to the student teacher responsibilities and duties that will provide adequate preparation for teaching.

Other Employees.

G.S. 115C-315. Hiring of school personnel.

...(c) Prerequisites for Employment. – All professional personnel employed in the public schools of the State or in schools receiving public funds shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe.

(d) Certification for Professional Positions. – The State Board of Education shall have entire control of certifying all applicants for professional positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his or her academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(f) Employing Persons Not Holding Nor Qualified to Hold Certificate. – It shall be unlawful for any board of education to employ or keep in service any professional person who neither holds nor is qualified to hold a certificate in compliance with the provisions of the law or in accordance with the regulations of the State Board of Education.

Appendix B: North Carolina Administrative Code

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SECTION .0300 - CERTIFICATION

.0301 GENERAL INFORMATION

(a) Any person who desires to obtain employment from a LEA in a professional position shall apply for and obtain certification from the Department. Each applicant shall file an application in the form prescribed by the Department, together with an official transcript(s), a recommendation by a designated official of the approved IHE where preparation was completed, and the certification fee in the amount the SBE determines annually.

(b) The Department evaluates each application and its supporting documentation and notifies each applicant of the action it takes.

(c) An applicant who desires to upgrade, renew or add new fields to a certificate shall supply documentation to the Department which supports the desired action.

(d) A class "A" teaching certificate may be changed from early childhood, intermediate, middle grades or secondary to either of the other categories upon the applicant's completion of the appropriate program for such certificate. An applicant who secures credit for new subject or teaching fields may have these fields added to a teaching certificate.

(e) All certificates issued by the Department are effective July 1 of the year of issue or upon the date the requirements ar completed. Certificates are valid for the remainder of the fiscal year in which the person establishes certification qualifications with the Department or up to a five year period following July 1 or the date the person completes certification requirements. Five-year dating cycles are initially based on the completion of credit requirements to qualify for certification, the completion of certificate renewal, or a valid certificate held from another state with which reciprocity has been established. New five-year dating cycles are established only when an expired certificate is renewed.

(f) Any certificated person may apply to the Department on forms which it furnishes for a duplicate certificate, in the event the original is lost, or for the change of the applicant's name.

(g) Professional personnel may be assigned only to areas in which the individual holds certification, provisional certification, endorsement or provisional endorsement as required by the Department. The LEA may assign any certified teacher who is the best qualified to teach remedial courses, regardless of certification area. This provision does not apply to any vocational certifi-

cate which has been restricted by the Department as a part of completing certification requirements.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____.

.0302 CREDIT

(a) The Department computes all credit for certification, including residence, extension and correspondence credit, in semester hours. The Department computes credit for recertification or renewal purposes in quarter hours. A quarter hour has the value of two-thirds of a semester hour.

(b) The Department may accept extension and correspondence credit earned from an accredited IHE at the class "A" certification level and below, for purposes of renewal, adding a teaching subject and removing deficiencies. The Department will allow no more than six semester hours of correspondence credit per certificate action. For purposes of upgrading undergraduate certificates, a maximum of 10 of the 30 semester hours required for raising the certificate to the next higher level may be extension and correspondence credit. The approved IHE shall accept all credits applying to graduate certificates and certificates in the special services areas, including all certificates above the "A" level.

(c) When a person earns credits in more than one IHE before obtaining a degree, the person shall transfer the credit to an approved IHE which the person has attended or expects to attend. The person must be enrolled in an approved teacher education curriculum at the IHE.

(d) A person may use credit used for renewal or reinstatement of a certificate of lower rank toward upgrading a certificate.

(e) The Department will retain all credits submitted to it. The Department will not return transcripts nor furnish certified copies of credits to applicants.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0303 PROGRAM REQUIREMENTS FOR CERTIFICATION

In order to receive the initial regular certificate, an applicant must obtain the bachelor's or other required degree. The applicant must also receive a recommendation from the IHE which includes the approval or endorsements

of both the administrative head of the professional education unit and the departments or areas in which certification is sought. The IHE must determine that the candidate has satisfied all minimum score requirements on standard examinations specified by the SBE before it makes a recommendation.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0304 CERTIFICATION PATTERNS

(a) Certificates indicate grade levels, contend areas, specializations and preparation levels for which the professional has been prepared.

(b) Certificates are of the following types:

(1) Teacher. The certificate entitles the holder to teach in some designated area of specialization. There are four levels of preparation:

(A) bachelor's degree;

(B) master's degree;

(C) sixth-year degree; and

(D) doctorate.

(2) Administrator/supervisor. The holder may serve in general and program administrator roles such as superintendent, assistant or associate superintendent, principal, assistant principal or curriculum-instructional specialist. There are three levels of preparation:

(A) master's degree;

(B) sixth-year; and

(C) doctorate.

(3) Student services area. The holder may provide specialized assistance to the learner, the teacher, the administrator and the education program in general. This category includes the counselor and school psychologist. There are three levels of preparation as in the case of the administrator/supervisor, except that the school psychologist is restricted to the sixth-year or doctorate levels.

(c) The Department bases certificate classifications on the level and degree of career development and competence. There are two classifications of certificates:

(1) The initial certificate, which is valid for two years, allows the holder to begin practicing the profession on an independent basis. Only those persons who are actually beginning in the profession

require initial certification. Persons who seek certification in this state for the first time and who have two years of appropriate experience as determined by the Department are eligible for a continuing certificate. The holder must serve at least one period a day for two years in a teaching assignment appropriate to the holder's area of initial certification. If the holder is not appropriately placed in-field for a two-year period the holder and/or the holder's employer must apply to the Department to extend the initial certificate. The Department may extend the initial certificate for up to two years, provided that the extension occurs within five years of the date of qualification as determined by the dating and/or renewal requirements contained in Rules .0301(3) and .0307 of this Subchapter. The holder may have the certificate changed to a continuing certificate as provided in subparagraph (d) of this Rule.

(d) To convert the initial certificate to a continuing certificate, the holder must serve to years with a LEA or non-public school that has a comprehensive program plan for initially certified personnel that meets the criteria contained in this subparagraph and that is approved by the SBE; meet the performance criteria for conversion of an initial certificate to a continuing certificate; and be recommended by the locally designated official of the LEA or non-public school by which the holder is employed. For purposes of this Rule, "year" means not less than six successive calendar months of full-time employment in one LEA or non-public school with an approved program plan.

(1) Each LEA shall develop a comprehensive program plan for initially certified personnel and present the plan to the SBE for approval. Non-public schools that have a state-approved plan to administer the certificate renewal program may also submit a plan for approval. Both LEAs and non-public schools must update their plans by October 15 of each year and submit those plans to the SBE. Each plan must:

(A) describe adequate provisions for efficient management of the program;

(B) provide for formal orientation for initially certified personnel describing available services, training opportunities and the process for achieving a continuing certificate;

(C) provide for the assignment of a mentor team or support team, as determined by the LEA or non-public school, for each initially certified person;

(D) provide for the principal or principal's designee to share responsibility for providing support, where the LEA or non-public school deems a mentor team to be the appropriate

support;

(E) include on the support team a career status teacher, the principal or principal's designee, and a generalist or a specialist in curriculum/instruction. Other personnel such as IHE members or central office supervisor/administrator staff may be used as resources to the team as needed;

(F) provide for a minimum of three observations per year, using the first five function areas of the North carolina Teacher Performance Appraisal Instrument/Initial Certification for teachers, the first of which must be for at least one period or instructional activity, preceded by a pre-conference and followed by a post-conference. The others may be unannounced but must be for at least one period or instructional activity and be followed by a post-conference. All persons who observe teachers must be trained in the use of the first five function areas of the performance appraisal instrument for teachers. The first observation must occur before October 30, the second must occur between October 30 and January 15, and the third must occur after January 15 and before April 15;

(G) provide for the preparation of an individualized professional development plan for each initially certified person that identifies goals, strategies and progress toward improving professional skills;

(H) provide for structure to identify and deliver services and technical assistance needed by initially certified personnel;

(I) provide for maintenance of a cumulative portfolio that contains the professional development plan and official documentation of performance in the first five function areas of the performance appraisal instrument;

(J) provide for the timely transfer of the cumulative portfolio to additional employing LEAs within the state upon request of an initially certified employee;

(K) assure that the program plan was developed together with IHE(s) having approved teacher education programs and describe their continuous involvement with the program;

(L) describe a plan for the systematic evaluation of the program to assure program quality, effectiveness, and efficient management;

(M) designate a person to verify successful completion of the two-year initially certified program and make recommendations; and

(N) document that the LEA or non-public school has adopted the plan.

(2) No later than April 15 of the second year of employment of the initially certified person, the locally designated official shall determine whether the person will be recommended for conversion to a continuing certificate. The official makes this determination based on the information contained in the holder's cumulative portfolio. The official shall not recommend for conversion any person who has not performed "at standard" or higher on each of the first five function areas of the performance appraisal instrument for teachers on the final observation prior to April 15 of the second year of employment.

(A) The official makes the recommendation on a form prescribed by the Department. The Department reviews each recommendation to determine whether the person has in fact achieved at least the required at-standard performance level. If the person has achieved the required performance level, the Department shall approve the recommendation of the locally designated official. If the person has not achieved the required performance level, the Department shall not approve the issuance of a continuing certificate.

(B) Any person not recommended for conversion from an initial certificate to a continuing certificate may have that action reviewed by filing a contested case petition in accordance with Article 3 of Chapter 150B of the General Statutes. As an alternative, the person may contact an approved teacher education program and complete a program of study as prescribed by the IHE to correct deficiencies. After the person successfully completes the required additional training, the IHE must recommend the person for a new initial certification. The holder must then satisfy the performance requirements of this paragraph.

(3) The continuing certificate authorizes professional school service on a continuing basis. This classification includes three categories:

(A) teacher (class "A" undergraduate and class "G" graduate in the following areas:

(i) elementary education, K-6;

(ii) middle grades education, 6-9;

(iii) secondary specializations, 9-12;

(iv) special areas, K-12; and

(v) occupational.

(B) administrator/supervisor; and

(C) student service personnel.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____.

.0305 CERTIFICATE FOR NON-TEACHER EDUCATION GRADUATES

(a) A person who has not graduated from an approved teacher education program who later desires to teach shall have his/her credentials evaluated by an approved IHE or teacher education consortium. The person shall satisfy the assessment of his/her needs and be recommended by the IHE or consortium for certification.

(b) Persons who have been selected for employment by a LEA under the lateral entry provisions of G.S. 115C-296(c) may obtain certification as follows:

(1) The applicant and the LEA must file a joint application with the Department, including all supporting credits, experience, test scores, and other pertinent information.

(2) The Department issues lateral entry certification in the same areas and classes as it issues to regular teacher education graduates.

(3) The Department issues these certificates subject to the provisions of Rule .0311 of this Section.

(4) Teachers who obtain certification under this paragraph must have their credentials evaluated by an IHE which has an approved teacher education program. The IHE should consider the teacher's knowledge and skill from previous training and experience as it relates to those competencies required for the area of certification.

(5) The teacher may substitute successful teaching experience for the student teaching requirement.

(6) The teacher must obtain a satisfactory score on the NTE at the next available administration of the NTE, or may substitute the Graduate Record Examination, in order to maintain a valid certificate.

(7) Persons who have fulfilled all degree requirements other than some minor or technical deficiency may apply for certification under this paragraph. The person may not have more than six semester hours' shortage and the person must satisfy that shortage before the beginning of the next fiscal year.

(c) A person who is qualified to hold at least a class "A" teaching certificate may be issued additional areas of certification on a provisional basis as needed by LEAs. The person must satisfy deficiencies for full certification at the rate of six semester hours per year. The person must complete this yearly credit before the beginning of the following school year and the credit must be directly applicable to the provisional area(s). The person must complete all credit requirements by the end of the fifth year of provisional certification.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____.

.0306 CERTIFICATE ENDORSEMENT

Within the operation of approved programs, IHEs may recommend persons who qualify for full certification for an endorsement to that certification. The department issues an endorsement based on a minimum of eighteen semester hours in a specific content area where these hours are specifically related to competencies required for full certification in that subject area. Certificate endorsements are restricted to less than half-time teaching assignments.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____.

.0307 CERTIFICATE RENEWAL

(a) Certificates are valid for a period of five years from the effective date of issuance. Holders must renew their certificates within each five-year period. The Department applies renewal credit to the person's certificate field(s) and/or professional duties.

(b) The Department bases renewal or reinstatement of a certificate on 15 units of renewal credit. A unit of credit is equal to one quarter hour or two-thirds of a semester hour of IHE credit, or one school year of teaching experience. The Department will not record less than one credit on a certificate.

(c) Currently employed personnel shall maintain a professional growth plan in accordance with Department guidelines. These persons may obtain renewal credit for the following activities:

(1) college or university credit activities;

(2) teaching experience (one unit for every year);

(3) local in-service courses or workshops which carry at least one unit of renewal credit and which meet the following criteria;

(A) ten clock hours of direct training by the instructor per unit of renewal credit over a period of at least two days, but no more than six clock hours per day;

(B) content and instructional activities designed in a sequential manner to develop specified competencies of a specific population;

(C) led by qualified instructional personnel and directly supervised by the sponsoring school unit;

(D) credit is granted on the basis of program completion and achievement of specified individual performance, which is determined by individual evaluation for specified competencies;

(E) enrollment limited to assure accountability of credit granted;

(4) independent study of no more than five units of renewal credit per five-year renewal period which meets the following criteria:

(A) teachers and other certified personnel help to develop local independent study procedures which the superintendent keeps on file and periodically sends to each certified employee;

(B) the employee and the superintendent or his or her designee plan the experience in advance, including identification of competencies to be acquired and an evaluation to determine satisfactory achievement of those competencies; and

(C) the amount of credit awarded is related to the complexity of the competencies to be achieved; and

(5) activities approved by the Department.

(d) Each LEA and approved governing boards of schools are responsible for assuring that all local courses and workshops and independent study activities which do not carry IHE credit meet the standards contained in this Rule.

(e) Agencies which the Department authorizes to administer renewal requirements locally shall adopt a procedure to determine the appropriateness of credit in advance of the renewal activity. In determining appropriateness the agency must consider direct relationship to critical job responsibilities, suitability of the content level and properly established credit for the activity. Each agency must report on participation in and effectiveness of renewal

activities as the Department requests.

(f) Persons who hold a North Carolina certificate but who are not currently employed in the public schools or by approved boards may earn renewal credit in college or university credit activities, or local courses and workshops or activities approved by the Department if they are admitted on a space available basis. The Department will determine the appropriateness of the credits on the basis of the direct relationship to the certificate field, the suitability of the content level and properly established credits for the activity.

(g) The Department will approve in advance activities which are not established for certificate renewal by LEAs or which do not carry regular IHE credit, but which are offered for renewal credit.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0308 EXPIRED CERTIFICATES

All expired certificates are invalid until reinstates. An applicant must earn a minimum of 15 units of appropriate credit during the five year period immediately preceding the date of application for reinstatement to be eligible for reinstatement. A reinstated certificate is valid for a five-year period which begins from the date of completion of the required credits.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0309 RECIPROCITY IN CERTIFICATION

Persons who have not completed an approved teacher education program in this state may be eligible for certification by the Department at the class "A" level as follows:

(1) graduates of institutions outside the state which are accredited by the National Council for Accreditation of Teacher Education, provided that:
   (a) the applicant seeks certification in his major area(s) of preparation;
   (b) the applicant is recommended by the preparing institution for certification in his major area(s) of preparation;
   (c) the recommendation is supported by an official transcript supplied by the institution; and

(d) the applicant seeks certification in an area or level of teaching for which the Department provides certification.

(2) teachers accepted from other states under G.S 115C-349 through 115C-358;

(3) graduates who meet the standards developed by the National Association of State Directors of Teacher Education and Certification; and

(4) teacher education graduates of accredited out-of-state institutions who do not meet the requirements of paragraphs (1) - (3) of this Rule, who meet the following criteria:

(a) The applicant is a graduate of an accredited senior college.

(b) The Department awards certification under this paragraph only to classroom teachers at the bachelor's degree level.

(c) The Department issues a reciprocity certificate, which is a provisional certificate valid for one year. The Department will remove the provisional limitation after the person has taught for one school year.

(d) The certificate covers only the areas and levels in which the applicant holds, or is qualified to hold, an out-of-state certificate.

(e) A person who holds a reciprocity certificate must satisfy the renewal requirements of Rule .0307 of this Section.

(f) The applicant must hold or be qualified to hold the highest grade current certificate in the state in which the applicant completed the bachelor's level teacher education program.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0310 STANDARD EXAMINATIONS

(a) The NTE are the standard examinations required for initial certification.

(1) For formal admission into an approved teacher education program, a person must score at least 636 on the Communication Skills Test and 631 on the General Knowledge Test.

(2) All applicants for initial certification must score at least 644 on the Professional Knowledge Test.

(3) In addition to the Professional Knowledge Test, each applicant for initial certification must meet minimum teaching area scores as follows:

(A)	Art Education	500
(B)	Audiology	500
(C)	Biology and General Science	530
(D)	Business Education	530
(E)	Chemistry, Physics and General Science	510
(F)	Early Childhood Education	500
(G)	Education in the Elementary School	520
(H)	Education of the Mentally Retarded	510
(I)	English Language and Literature	490
(J)	French	500
(K)	German	470
(L)	Guidance Counselor	490
(M)	Home Economics Education	510
(N)	Industrial Arts Education	520
(O)	Mathematics	510
(P)	Media Specialist - Library and Audio Visual Services	510
(Q)	Music Education	500
(R)	Physical Education	510
(S)	Reading Specialist	500
(T)	Social Studies	510
(U)	Spanish	500
(V)	Speech Communication and Theatre	510
(W)	Speech Pathology	550

(4) If no teaching area score is possible under paragraph (a)(3) of this Rule, the Professional Knowledge score satisfies the NTE requirement.

(b) Instead of the NTE scores an applicant may be certified on the basis of the equivalent percentile score on the Graduate Record Examinations.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986.

.0311 TEMPORARY PERMIT

(a) A candidate for certification who has not met the standard examinations requirement may receive a temporary permit if:

(1) the candidate did not know that a minimum standard examination score was required for certification; and

(2) the candidate has not had the opportunity to satisfy this requirement after becoming aware of it.

(b) A temporary permit is valid for the remainder of the fiscal year during which certification is established. Graduates of in-state approved programs are not eligible for a temporary permit.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____.

.0312 CERTIFICATE SUSPENSION AND REVOCATION

(a) The SBE may suspend or revoke a certificate issued by the Department only for the following reasons:

(1) fraud, material misrepresentation or concealment in the application for certification;

(2) changes in or corrections of the certificate documentation which makes the individual ineligible to hold a certificate;

(3) conviction or entry of a plea of no contest, as an adult, of a crime if there is a reasonable and adverse relationship between the underlying crime and the continuing ability of the person to perform any of his/her professional functions in an effective manner;

(4) final dismissal of a person by a local board pursuant to G.S. 115C-325(e)(1)b., if there is a reasonable and adverse relationship between the underlying misconduct and the continuing ability of the person to perform any of his/her professional functions effectively;

(5) final dismissal of a person by a LEA under G.S. 115C-325(e)(1)e.;

(6) resignation from employment with a LEA without thirty work days' notice, except with the prior consent of the local superintendent; and

(7) revocation of a certificate by another state when the person's North Carolina certificate was issued on the basis of reciprocity.

(b) Upon the receipt of a written request and substantiating information from any LEA, local superintendent or other person in a position to present information as a basis for the suspension or revocation of a person's certificate, the Superintendent of Public Instruction will conduct an investigation sufficient to determine whether reasonable cause exists to believe that the person's certificate should be suspended or revoked.

(1) If the Superintendent determines that reasonable cause exists to believe that the person's certificate should be suspended or revoked on one or more of the grounds specified in paragraph (a) of this Rule, the Superintendent shall prepare and file written charges with the SBE.

(2) The SBE will review the written charges and determine whether the person's certificate should be suspended or revoked based on the information contained in the written charges. If the SBE determines that the written charges constitute grounds for suspension or revocation, it shall provide the person with a copy of the written charges, and notify the person that it will revoke the person's certificate unless the person, within 30 days of receipt of notice, initiates administrative proceedings under Article 3, Chapter 150B of the General Statutes. The notice will be sent certified mail, return receipt requested.

(3) If the person initiates administrative proceedings the SBE will defer final action on the matter until receipt of a proposed decision as provided for in G.S. 150B-24. If the person does not initiate administrative proceedings within 30 days of receipt of notice, the SBE may suspend or revoke the person's certificate at its next meeting.

(c) The SBE may suspend an individual's certificate for a stated period of time or may permanently revoke the certificate, except as limited by G.S. 115C-325(o).

(d) The SBE may reinstate a suspended or revoked certificate or may grant a new certificate upon application and a showing of good cause by the individual. The burden of proving good cause in on the applicant.

(e) The SBE will notify all other states of all actions which involve the suspension, revocation or reinstatement of a certificate.

(f) The SBE will consider requests for reinstatement of revoked certificates. The SBE will not grant any request for reinstatement unless it finds as facts that:

(1) the action that resulted in revocation did not involve abuse of minors; possession, sale or use of controlled substances; moral turpitude or grounds listed in G.S. 115C-325(e)(1)b. or

e.;

(2) the person has no record of subsequent behavior that could have resulted in certificate revocation;

(3) there is no court order or judicial determination that would prohibit the person from returning to a certificated position; and

(4) there has been a sufficient lapse of time for the person to appreciate the value of certification.

History Note: Authority N.C. Constitution, Article IX, Sec. 5;
G.S. 115C-12(9)a.;
Eff. July 1, 1986;
Amended Eff. _____; January 1, 1988.

Appendix C: North Carolina Colleges and Universities That Offer Teacher Education Approved Programs

North Carolina Colleges and Universities That Offer Teacher Education Approved Programs

Public Institutions

Appalachian State University
Boone, North Carolina 28607
College of Education
Phone: (704) 262-2232

East Carolina University
Greenville, North Carolina 27834
School of Education
Phone: (919) 757-6172

Elizabeth City State University
Elizabeth City, North Carolina 27909
Teacher Education/Student Teaching
Phone: (919) 335-3298

Fayetteville State University
Fayetteville, North Carolina 28301
School of Education and Human Development
Phone: (919) 486-1731

North Carolina A&T State University
Greensboro, North Carolina 27411
School of Education
Phone: (919) 334-7757

North Carolina Central University
Durham, North Carolina
Department of Education
Phone: (919) 560-6100

North Carolina State University
Raleigh, North Carolina 27695
College of Education and Psychology
Phone: (919) 737-2231

Pembroke State University
Pembroke, North Carolina 28801
Department of Education
Phone: (919) 521-4214

University of NC at Asheville
Asheville, North Carolina 28801
Department of Education
Phone: (704) 251-6420

University of NC at Chapel Hill
Chapel Hill, North Carolina 27514
School of Education
Phone: (919) 966-2436

University of NC at Charlotte
Charlotte, North Carolina 28223
College of Education
Phone: (704) 547-4707

University of NC at Greensboro
Greensboro, North Carolina 27412
School of Education
Phone: (919) 334-5100

University of NC at Wilmington
Wilmington, North Carolina 28403
School of Education
Phone: (919) 395-3000

Western Carolina University
Cullowhee, North Carolina 28723
School of Education and Psychology
Phone: (704) 227-7311

Winston-Salem State University
Winston-Salem, North Carolina 27110
Department of Education
Phone: (919) 750-2370

Non-Public Institutions

Atlantic Christian College
Wilson, North Carolina 27893
Department of Education
Phone: (919) 237-3161

Barber-Scotia College
Concord, North Carolina 28025
Division of Education
Phone: (704) 786-5171

Belmont Abbey College
Belmont, North Carolina 28012
Department of Education
Phone: (704) 825-3711

Bennett College
Greensboro, North Carolina 27420
Division of Teacher Education
Phone: (919) 273-4431 - Ext. 172

Campbell University
Buies Creek, North Carolina 27506
School of Education
Phone: (919) 893-4111

Catawba College
Salisbury, North Carolina 28144
Education Services
Phone: (704) 637-4461

Davidson College
Davidson, North Carolina 28036
Department of Education
Phone: (704) 892-2130 - Ext. 130

Duke University
Durham, North Carolina 27706
Program in Education
Phone: (919) 684-3924

Elon College
Elon College, North Carolina 27244
Department of Education
Phone: (919) 584-2355

Gardner-Webb College
Boiling Springs, North Carolina 28017
Department of Education
Phone: (704) 434-2361

Greensboro College
Greensboro, North Carolina 27401
Teacher Education
Phone: (919) 272-7102

Guilford College
Greensboro, North Carolina 27410
Department of Education
Phone: (919) 292-5511

High Point College
High Point, North Carolina 27262
Department of Education
Phone: (919) 841-9000

Johnson C. Smith University
Charlotte, North Carolina 28208
Department of Education
Phone: (704) 378-1064

Lees-McRae College
Banner Elk, North Carolina 28064
Teacher Education
Phone: (704) 898-5241 - Ext. 295

Lenoir-Rhyne College
Hickory, North Carolina 28601
Department of Education
Phone: (704) 328-1741

Livingstone College
Salisbury, North Carolina 28144
Department of Education
Phone: (704) 633-7960

Mars Hill College
Mars Hill, North Carolina 28754
Division of Education
Phone: (704) 689-1204

Meredith College
Raleigh, North Carolina 27611
Department of Education
Phone: (919) 829-8314

Methodist College
Fayetteville, North Carolina 28301
Division of Education
Phone: (919) 488-7110

Non-Public Institutions (cont'd)

North Carolina Wesleyan College
Rocky Mount, North Carolina 27804
Department of Education
Phone: (919) 977-7171

Pfeiffer College
Misenheimer, North Carolina 28109
Department of Teacher Education
Phone: (919) 704-7343

Queen's College
Charlotte, North Carolina 28274
Department of Education
Phone: (704) 337-2200

St. Andrews Presbyterian College
Laurinburg, North Carolina 28352
Department of Education
Phone: (919) 276-3652 Ext. 339

Saint Augustine's College
Raleigh, North Carolina 27610
Department of Education
Phone: (919) 828-4451

Salem College
Winston-Salem, North Carolina 27108
Department of Education
Phone: (919) 721-2658

Shaw University
Raleigh, North Carolina 27602
Division of Education and Humanities
Phone: (919) 755-4815

Wake Forest University
Winston-Salem, North Carolina 27109
Department of Education
Phone: (919) 761-5341

Warren Wilson College
Swannanoa, North Carolina 28778
Education/Psychology Department
Phone: (704) 298-3325

Wingate College
Wingate, North Carolina 28174
Teacher Education
Phone: (704) 233-8075

CONSORTIA

Metrolina Education Consortium
Charlotte, North Carolina 28280
(704) 379-7203

Winston-Salem/Forsyth Consortium
Winston-Salem, North Carolina 27102-2513
(919) 727-2823

Appendix D: Guidelines: Provisional Certification in School Psychology

GUIDELINES
Provisional Certification in School Psychology

Provisional Certification - School Psychology Interns

Effective July 1, 1989, individuals completing School Psychology approved program requirements at a North Carolina college or university, except for internship or thesis (if applicable), are eligible to be certified under lateral entry policy. In order to qualify for lateral entry certification, the following requirements will apply:

- The North Carolina colllege or university where the intern is enrolled must verify that all program requirements have been met, except for the internship and thesis, and must recommend the student for provisional certification;

- Interns from out-of-state programs may be considered, but only if they are enrolled in a sixth-year (60 semester hour) program. The college or university where the intern is enrolled must verify that all program requirements have been met, except for the internship and thesis, and that the student is ready for a full-time internship.

- The employing local education agency must verify its intent to employ the intern as a school psychologist;

- Scores on the NTE School Psychologist Specialty Exam must be submitted within one year of employment. *

The first year of employment under lateral entry may satisfy the internship requirement as determined by the training program and begins the initial certification period for school employment. Job expectations, supervision, and mentoring plans should be mutually agreed on by the local education agency and the university program.

Interns provisionally certified through lateral entry will not have completed the sixth-year program and will be paid on the G (masters level) certificate.

Provisional Certification - Students with Thesis Outstanding

School psychology students who have completed all program requirements (including internship), except for the thesis, may be certified and paid at the appropriate level of their training program upon recommendation of their university program.

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* A cutoff score of 590 is being submitted to the State Board of Education in July, 1989 and will probably be adopted in the Fall of 1989. In addition to the specialty exam, the Professional Knowledge Exam of the NTE or acceptable scores on the Graduate Record Exam must be submitted.

Lateral Entry Salary for School Psychologists

Masters level psychologists provisionally certified through lateral entry will be paid at the salary level consistent with degrees held. Although school psychology certification is established at the sixth-year or doctoral levels, lateral entry psychologists who do not hold a sixth-year or doctoral degree will be paid on the G-certificate level consistent with the master's degree held, until their school psychology training is completed at the sixth-year level.

Doctoral psychologists entering through lateral entry must complete their school psychology training through an approved doctoral school psychology program in order to be reimbursed at the doctoral level after training is completed. If they complete training through a sixth-year school psychology program, they will be paid at the sixth-year level.

Appendix E: Pre-school Handicapped Certification Worksheets

FOR TEACHERS WITHOUT CERTIFICATION
IN SPECIAL EDUCATION

PRESCHOOL HANDICAPPED
CERTIFICATION WORKSHEET

TEACHER'S NAME: _____ _____
AGENCY OR UNIT

SOCIAL SECURITY NUMBER: _____

Eighteen semester hours (27 units) of course work credit covering specific competencies divided into seven phases must be completed for add-on certification in preschool handicapped. Credit is not awarded for experience; however, credit for courses which address the required competencies can be applied. List below the courses and training for which you can document successful completion and feel should be counted in determining mastery competency.

PHASE I: Child Development and Learning (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE II: Screening and Developmental Assessment (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE III: Instructional Intervention Programs (3 SH or 4.5 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE IV: Practicum (5 SH or 7.5 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE V: Parent/Family Involvement (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE VI: Interagency and Community Knowledge (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

PHASE VII: Related and Support Services (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, PROJECT

I have reviewed the courses listed above with the teacher applying for credit and recommend that credit be accepted as shown.

_____
Exceptional Children Program Administrator

FOR TEACHERS ALREADY CERTIFIED
IN SPECIAL EDUCATION

PRESCHOOL HANDICAPPED
CERTIFICATION WORKSHEET

TEACHER'S NAME: _____ _____
AGENCY OR UNIT

SOCIAL SECURITY NUMBER: _____

Nine semester hours (13.5 units) of course work credit covering specific competencies divided into seven phases must be completed for add-on certification in preschool handicapped. Credit is not awarded for experience; however, credit for courses which address the required competencies can be applied. List below the courses and training for which you can document successful completion and feel should be counted in determining mastery competency.

PHASE I: Child Development and Learning (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, OR PROJECT

PHASE II: Screening and Developmental Assessment (1 SH or 1.5 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, OR PROJECT

PHASE III: Instructional Intervention Programs (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, OR PROJECT

PHASE V: Parent/Family Involvement (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, OR PROJECT

PHASE VI: Interagency and Community Knowledge (2 SH or 3 UNITS)

COURSE TITLE	DATES	CREDITS	UNIVERSITY, LEA, SEA, OR PROJECT

I have reviewed the courses listed above with the teacher applying for credit and recommend that credit be accepted as shown. _____
Exceptional Children Program Administrator

Appendix F: Members of the Professional Practices Commission

Members

Professional Practices Commission

Dr. Mary S. Johnson, Head
Department of Education
Meredith College
Raleigh, NC 27607
(Commission Chair)

Thomas Blanford, Teacher
Enloe High School
Raleigh, NC 27610
(Commission Vice Chair)

Rose S. Burns, Teacher
Monroe Middle School
Monroe, NC 28110

Dr. Ben Carson, Superintendent
Statesville City Schools
Statesville, NC 28677

Dr. Gurney Chambers, Dean
School of Education & Psychology
Western Carolina University
Cullowhee, NC 28723

Joyce B. Cole, Teacher
D. F. Walker Elementary School
Edenton, NC 27932

Eleanor P. Doyle, Chair
Science Department
Rocky Mount Senior High School
Rocky Mount, NC 27804

E. Wayne Figart, Chair
Foreign Language Department
John T. Hoggard High School
Wilmington, NC 28403

Dr. Gerald D. Maynor
Department of Education
Pembroke State University
Pembroke, NC 28372

Dianne Minton, Teacher
Person Senior High School
Roxboro, NC 27573

Stan Morgan
Assistant Superintendent for
Business and Personnel
Burlington City Schools
Burlington, NC 27215

Dr. Dorothy S. Russell
Director of Teacher Education
Salem College
Winston-Salem, NC 27108

William Strong, Teacher
J. M. Alexander Jr. High
Huntersville, NC 28078

Dr. Travis W. Twiford, Superintendent
Elizabeth City/Pasquotank Schools
Elizabeth City, NC 27906

Ex Officio

Norma Turnage, Member and
Chair, Personnel Committee
State Board of Education
Rocky Mount, NC 27801

Staff

Carl O. Olson, Coordinator
Division of Teacher Education Services
SDPI, Education Building
Raleigh, NC 27603-1712

Peggy M. McGlohon, Secretary
SDPI, Education Building
Raleigh, NC 27603-1712

Appendix G: Forms

NAMES AND NUMBERS OF CERTIFICATION FORMS

FORM #	REVISION DATE	NAME OF CERTIFICATION FORM
1	05/88	Initial Application For Certification
1A	04/88	Initial Application For Certification of North Carolina Professional Personnel
C-02	07/89	Vocational Education Certification Instructions For Local Directors
C-03	11/86	North Carolina Reciprocity Plans
C-04	10/89	National Teacher Examination Regulations
C-5A	12/88	Memo To Individuals Re: Initial Status
6	05/88	Application For Professional Experience Credit
6-A	07/89	Application For Non-Teaching Experience Credit
C-07	05/88	Certification Renewal Requirements
C-09	06/88	Identification Of Certification Codes
C-09A	05/88	Information About Initial Certification Requirements
C-11	09/88	Application For Adding In-Field Certification
C-13	08/85	Lateral Entry Certification Request
C-14	08/88	Request for Continuing Certificate
1B	05/88	Subsequent Application
LEA-02	07/89	Request For Certification In Vocational Education
LEA-03	03/88	Request For Salary Certification For The Advanced Or Doctoral Supplement
IHE-01	04/88	North Carolina Recommendation For Professional School Personnel
IHE-01a	04/88	North Carolina Approved Program Student Advisement Documentation (Reverse of Form IHE-01)
IHE-01b	12/84	North Carolina Local Education Agency Evaluation of Student Teaching Performance
IHE-02	07/87	Out-Of-State Institutional Recommendation For Professional School Personnel

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form 1

APPLICATION FOR INITIAL CERTIFICATION

Instructions for completing this application are found on the inside pages.
Please follow these instructions carefully.

☐ Check if employed LEA: _____ Personnel Administrator Signature: _____

First Name | Middle Name | Last Name

Maiden Name | Social Security Number

First Line of Address-Street/Box

Second Line of Address (Optional)

City | State | Zip Code

Marital Status ☐
S-Single
M-Married
W-Widowed
D-Divorced
A-Separated

Race ☐
I-American Indian
A-Asian/Pacific Islander
B-Black
H-Hispanic
W-White

Sex ☐
M-Male
F-Female

Date of Birth M D Y

Area Code | Telephone Number

STATEMENT OF APPLICANT

Have you ever had a certificate revoked by North Carolina or any other state? Yes _____ No _____ If the answer is yes, attach a statement giving full details.

Have you ever been convicted of a felony or crimes other than minor traffic offenses? Yes _____ No _____ If the answer is yes, give the date, name of the offense, the trial court including city and state and any other pertinent information on a separate sheet.

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement will result in the revocation of my North Carolina teacher's certificate.

_____ Applicant's Signature _____ Date

Please complete the following:

a. Certification area(s) sought _____

b. Have you taken the National Teacher Examinations (NTE) in Professional Knowledge (Yes or No) _____ and Specialty Area? (Yes or No) _____. If yes, score report(s) should be enclosed with this application.

(DO NOT WRITE IN SPACES BELOW)

SAT DATE M Y | VERBAL | MATH

GRE DATE M Y | V | Q | A

NTE CS SCORE | GK SCORE | PK & DATE M Y SCORE | SP. AREA & DATE M Y AREA SCORE

PGM	AREA	CLASS	EXP

CERTIFIED AREAS

PGM	AREA	CLASS	EXP

EFFECTIVE

EXPIRATION

Revised 5/88

EDUCATION

LV	INSTITUTION	GRAD	LV	INSTITUTION	GRAD

PREPARATION, CERTIFICATION, AND EXPERIENCE DATA

RECORD OF PREPARATION: (SEE ITEM 3 UNDER OUT-OF-STATE/OTHER APPLICANTS INSTRUCTIONS.)

COLLEGES	ADDRESS (CITY AND STATE)	DATES ATTENDED	DEGREE

RECORD OF TEACHER CERTIFICATE(S) HELD: (SEE ITEM 2 UNDER OUT-OF-STATE/OTHER APPLICANTS INSTRUCTIONS.)

STATE	KIND	CLASS	NUMBER	EXPIRATION DATE

TEACHING EXPERIENCE: (MUST BE VERIFIED BEFORE IT WILL ENTER AS PART OF YOUR RECORD)*

BEGAN MONTH YEAR	ENDED MONTH YEAR	NAME OF COUNTY OR CITY UNIT	STATE	GRADE OR SUBJECTS TAUGHT	FULL-TIME	PART-TIME

*(SEE ITEM 4 UNDER OUT-OF-STATE/OTHER APPLICANTS INSTRUCTIONS)

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form 1-A

INITIAL APPLICATION FOR CERTIFICATION OF NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL

For Use By NC Approved Program Teacher Education Institution Officials Only
Transcript(s) and $30 processing fee must be attached when submitting Form 1-A

Name _____
Last First Middle Maiden

Address _____ / _____
First Line of Address-Street/Box Second Line of Address (Optional)

_____
City State Zip Code

Marital Status ( )
S-Single
M-Married
W-Widowed
D-Divorced
A-Separated

Race ( )
I-American Indian
A-Asian/Pacific Islander
B-Black
H-Hispanic
W-White

Sex ( )
M-Male
F-Female

Date of Birth ____/____/____
Mo. Day Year

STATEMENT OF APPLICANT

Have you ever been convicted of a felony or crimes other than minor traffic offenses? Yes ____ No ____ If the answer is yes, give the date, nature of the offense, the trial court including city and state and any other pertinent information on a separate sheet.

I certify that the information given in this application is correct and true. I understand that the falsification of any statement on this application will constitute grounds for the revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

RECOMMENDATIONS

This recommendation is an official document and must be completed by a North Carolina teacher education approved institution for an individual to be certified based on the completion of a competency-based teacher education program. Complete information for each certification area being recommended is required. The North Carolina Local Education Agency Evaluation of Student Teacher Performance form, Form IHE-01b, must be included when appropriate for individuals qualifying for their first certification.

_____
Institution of Higher Education

PROFESSIONAL

The applicant has completed the professional education requirements of this institution's approved program for a certificate as indicated and is recommended as possessing the competencies stipulated by the State Guidelines for the Approval of Programs for Teacher Education. The applicant has been advised of certification and degree requirements as required by the Quality Assurance Program.

_____ _____
Signature and Title of IHE Recommending Official Date

CERTIFICATION SUBJECT(S) OR AREA(S) *(Signature of Recommending Official required for each area.)*

Stipulate below the subject(s) or area(s) being recommended for certification. Middle Grades subject area concentrations must be specified one per line (e.g. Middle Grades Math).

1. _____ / _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

2. _____ / _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

3. _____ / _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

4. _____ / _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

4/88

NORTH CAROLINA APPROVED PROGRAM
STUDENT ADVISEMENT DOCUMENTATION

The Quality Assurance Program has addressed minimum student advisement procedures to ensure that all parties (IHE faculty and students) involved in teacher education are aware of program expectations and student achievement toward meeting these expectations. Standard test scores along with scholastic achievement scores should be a part of these expectations in meeting exit requirements for certification. To ensure direct student involvement in face-to-face interaction with a faculty advisor, three formal evaluation conferences should be conducted with joint sign-off by the parties involved if no other formal advisement procedures are conducted at your institution. This form provides for the posting of standard test scores and the recording of the advisement conferences.

Name of Student _____

Social Security # _____ Certification Sought _____

SCHOLASTIC APTITUDE TEST SCORES (To Be Completed By Recommending Official)

Test Date _____ Verbal _____ Math _____

NATIONAL TEACHER EXAMINATION SCORES (To Be Completed By Recommending Official)

Test Date _____ Teaching Area # _____ Score _____

CS _____ GK _____ PK _____ Date _____

GRADUATE RECORD EXAMINATION SCORES (To Be Completed By Recommending Official)

Test Date _____ Verbal _____ Quantitative _____ Analytical _____

_____ _____
Signature of IHE Official Entering Test Scores Date

Use of the following space is optional if formal advisement procedures have been conducted as specified by the college/university.

Advisement Conferences The signatures required at the end of each conference certify only that the conference did occur and does not necessarily indicate concurrence or agreement by the parties involved.

A. Point of Admission into the Approved Teacher Education Program Notes or Comments:

_____

_____

_____ _____ _____
Faculty Advisor Date Student

B. Point of Application for Student Teaching Notes or Comments:

_____

_____

_____ _____ _____
Faculty Advisor Date Student

C. Point of Program Completion Notes or Comments:

_____

_____

_____ _____ _____
Faculty Advisor Date Student

4/88

CERTIFICATION SECTION
DIVISION OF TEACHER EDUCATION SERVICES
DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

VOCATIONAL EDUCATION CERTIFICATION INSTRUCTIONS FOR DIRECTORS OF VOCATIONAL EDUCATION

The following steps are to be used in the selection of individuals for vocational education position(s). REMEMBER: GS 115C-303 stipulates "No teacher shall be placed on the payroll of a local school administrative unit unless he/she holds a certificate as required by law."

STEP 1. For all teaching positions, a valid North Carolina certificate is required. The certificate area(s) must be appropriate for the teaching assignment.

STEP 2. Refer to the vocational education certification guidelines for minimum provisional requirements when selecting a non-certified individual for employment. Certain prerequisite requirements must be met in this process.

STEP 3. Submit the appropriate certification forms justifying the employment of the individual. The Request for Certification in Vocational Education (Form LEA-02) must be signed by the Vocational Director and the Superintendent or designee.

STEP 4. If the individual selected has a valid North Carolina certificate, but not in the area of employment, Form LEA-02 with supporting documentation should be completed and submitted. If experience is included in the certification requirements, Form 6-A with appropriate verification should also be attached.

STEP 5. If the certification area requires a Bachelor's degree, follow the instructions for submitting correct information as outlined on the Initial Application, Form 1.

STEP 6. When a Bachelor's degree is not a requirement, the employer should submit the completed Form LEA-02. Include evidence of high school graduation or GED, verification of work experience (if required), license as applicable to the certification area and a $30 certified check or money order payable to Certification Section.

STEP 7. Mail to the Certification Section at the above address.

Revised 7/89

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Programs of teacher education in out-of-state institutions are recognized to the extent that they are equivalent to North Carolina's standards and guidelines. The reciprocal arrangement means that an area of certification can be established based on the area qualified for on the out-of-state certificate or on Form IHE-02. Other requirements for certification not included with reciprocity must also be met in order to qualify, i.e. NTE regulations, current credit requirements, Initial Certification program requirements. North Carolina recognizes four teacher education and certification reciprocity approaches as outlined.

I. RECIPROCITY BASED ON ACCREDITATION BY THE NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION (NCATE)

A graduate of an institution outside of North Carolina accredited by NCATE at the time of graduation is eligible for a North Carolina certificate.

II. RECIPROCITY BASED ON INTERSTATE AGREEMENTS

A plan has been developed whereby states with similar standards for teachers have contracted to issue certificates on a reciprocity basis. North Carolina now has a reciprocal contract with 28 states as follows.

Alabama	Indiana	New Jersey	Vermont
Alaska	Kentucky	New York	Virginia
California	Maine	Ohio	Washington
Connecticut	Maryland	Oklahoma	West Virginia
Delaware	Massachusetts	Pennsylvania	Wisconsin
Florida	Michigan	Rhode Island	District of Columbia
Hawaii	Nebraska	South Dakota	Overseas Dependent Schools
Idaho	New Hampshire	Utah	

III. RECIPROCITY BASED ON APPROVAL BY NASDTEC

The National Association of State Directors of Teacher Education and Certification (NASDTEC) has developed and adopted standards for state approval of teacher education. The following states are included in this reciprocity plan for initial certification:

Colorado	Maryland	Oklahoma	Virginia
Delaware	Minnesota	Pennsylvania	Washington
Georgia	Nebraska	South Carolina	West Virginia
Indiana	New Jersey	South Dakota	Wisconsin
Kansas	New Mexico	Utah	
Kentucky	North Carolina	Vermont	

NOTE: It should be observed that some states appear under both the Interstate Agreement arrangement and the NASDTEC plan. This has no significance other than they qualify under both plans.

IV. RECIPROCITY BASED ON PROGRAMS NOT ACCREDITED BY NCATE OR APPROVED THROUGH THE INTERSTATE AGREEMENT OR THE NASDTEC PLAN

Records of applicants prepared by out-of-state institutions that are accredited by their state board of education or a regional accrediting agency, but not by NCATE or recognized through any other reciprocity procedure, will be issued a Provisional Class A Certificate provided the following conditions have been met.

A. The applicant shall be a graduate of an accredited senior college.

B. Reciprocal relations shall be concerned only with certification of classroom teachers at the bachelor's degree level.

C. The reciprocity certificate shall be restricted to the areas and levels in which the applicant holds, or is qualified to hold, an out-of-state certificate.

D. The reciprocity certificate (Provisional) shall be valid for one year. After the completion of a year of successful teaching experience in North Carolina, the provisional limitation will be removed.

E. The reciprocity certificate shall be subject to the renewal requirements of North Carolina.

F. The applicant must hold, or be qualified to hold, the highest grade current certificate in the state in which the teacher education program at the bachelor's level was completed.

NORTH CAROLINA CERTIFICATION PROCEDURES

1. Secure and complete an application for North Carolina certification.

2. Have preparing institution(s) complete recommendation form(s).

3. File copy of out-of-state certificate if issued. If out-of-state certificate has not been issued, the application will be processed using transcripts and recommendations only.

4. Secure complete documentation of all college transcripts and verification of all teaching experience outside of the North Carolina public schools.

5. File the completed application and documentation as a package with the Division of Certification, State Department of Public Instruction, 116 W. Edenton Street, Raleigh, North Carolina 27603-1712.

Revised
11/86

CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

Form C-04

Pursuant to G.S. 115C-284(c), 115C-296, and 115C-315(d), the State Board of Education has designated the National Teachers Examination (NTE) as the standard examinations required as prerequisite to certification (North Carolina Administrative Procedures Code 2H.1707). NTE requirements are in addition to all other requirements for any certificate. The following are minimum score requirements for certification in North Carolina effective 7/1/89.

Professional Knowledge (PK) Examination Score. All applicants for initial certification in North Carolina will be required to present a minimum score of 644 on the Professional Knowledge Examination.

Specialty Area Scores. A minimum of one satisfactory specialty area score, as shown in the table below, is required of all applicants for initial certification in North Carolina. If you qualify for more than one area of certification, only one specialty area exam (if one is offered) is required. Effective July 1, 1989, the State Board of Education adopted an NTE regulation requiring a satisfactory specialty area score for each new area of certification added to existing certification(s). This requirement does not apply if a specialty area examination is not available for the area(s) to be added.

Teaching Area

Art Education (AE)	500	Home Economics Education (HEE)	510
Audiology (AUD)	500	Industrial Arts Education (IAE)	520
Biology and General Science (BGS)	530	Mathematics (MAT)	510
Business Education (BE)	530	Media Spec.-Library & A.V. Serv. (LMS)	510
Chem., Physics, & Gen. Science (CPS)	510	Music Education (ME)	500
Early Childhood Education (ECE)	500	Physical Education (PE)	510
Education in the Elem. School (EES)	520	Reading Specialist (RS)	500
Educ. of the Mentally Retarded (EMR)	510	Social Studies (SS)	510
English Lang. and Literature (ELL)	490	Spanish (SPA)	500
French (FR)	500	Speech Communication (SC)	510
German (GER)	470	Speech-Language Pathology (SLP)	550
Guidance Counselor (GC)	490		

All questions concerning the administration of the National Teachers Examination should be sent to NTE Programs, Educational Testing Service, CN 6050, Princeton, NJ 08541-6050. The special telephone number is (609) 771-7395, and the hours for telephone calls Monday through Friday are 8:30 a.m. to 9:00 p.m., Eastern time.

Examination scores must be properly authenticated; which means, they must be without qualifications, reservations, or irregularities. Any certification action taken as a result of an examination score later found to be fraudulent shall become null and void.

ELECTIVE ALTERNATIVE TO NTE MINIMUM SCORE REQUIREMENTS

Individuals qualifying for initial certification, except for North Carolina approved program graduates at the bachelor's level, may elect to present the following Graduate Record Examination (GRE) scores in lieu of NTE scores to meet the Standard Examination requirement (APA 2H.1707). GRE cannot be used when adding areas to existing certification(s).

GRE Scores Obtained Prior to 9/30/77	
Verbal Ability	390
Quantitative Ability	400

GRE Scores Obtained After 10/1/77	
Verbal Ability	380
Quantitative Ability	410
Analytical Ability	380

Educational Testing Service will not send GRE scores directly to the Certification Section, SDPI; therefore, the individual is responsible for submitting an official GRE score report with application.

Revised 9/89

NATIONAL TEACHERS EXAMINATION
(Professional Knowledge (PK) and Specialty Area Examinations)

Name of Certificate	Exam Required
School Administrator	PK
Curr. Instruc. Special.	PK
School Social Worker	N/A
Counselor	PK & GC*
School Psychologist	PK
Media Coordinator	PK & LMS*
Media Supervisor	PK & LMS*
Computer Education	PK
Elementary	PK & ECE or EES
Middle Grades	PK & EES
Physical Education	PK & PE
Health Education	PK
Safety & Driver Education	PK
Reading	PK & RS*
Music	PK & ME
Art	PK & AE
Dance	PK
Bible	PK
Special Education	
Cross Categorical	PK
Severely/Profoundly Handi.	PK
Audiology	PK & AUD*
Mentally Handicapped	PK & EMR
Speech-Lang. Impaired	PK & SLP*
Hearing Impaired	PK
Visually Impaired	PK
Phys. Orthoped. Handi.	PK
Behavior/Emotionally Hand.	PK
Specific Learning Dis.	PK
Gifted & Talented	PK
Program Administrator	PK
English	PK & ELL
Speech	PK & SC
Theatre Arts	PK
English as a Second Lang.	PK

Name of Certificate	Exam Required
Science	PK & BGS or CPS
Earth Science	PK & BGS or CPS
Biology	PK & BGS or CPS
Chemistry	PK & BGS or CPS
Physics	PK & BGS or CPS
Social Studies	PK & SS
History	PK & SS
Political Science	PK & SS
Geography	PK & SS
Economics	PK & SS
Sociology	PK & SS
Anthropology	PK & SS
Mathematics	PK & MAT
French	PK & FR
Spanish	PK & SPA
German	PK & GER
Russian	PK
Latin	PK
Occupational Education	
Agriculture	PK
Agriculture Tech.	PK
Business Education	PK & BE
Health Occ. Ed.	PK
Home Economics	PK & HEE
Industrial Arts	PK & IAE
Indus. Coop. Training	PK
Indus. Ed. Coord.	PK
Disadvantaged/Handicapped	PK
Marketing Education	PK
Pre-Vocational Edu.	PK
Trade Prep. Program	PK
Local Director	PK
Junior ROTC	PK

NUMERIC CODES FOR SPECIALTY AREA EXAMINATIONS

01	Education in the Elementary School (Grades 1-8)
02	Early Childhood Education (Below Grade 4)
03	Biology & General Science
04	English Language & Literature
05	Industrial Arts Education
06	Mathematics
07	Chemistry, Physics, & Gen. Science
08	Social Studies
09	Physical Education
10	Business Education
11	Music Education
12	Home Economics Education
13	Art Education
17	French
18	German
19	Spanish
22	Speech Communication
*30	Reading Specialist
*31	Lib. Media Specialist
32	Educ. of the Mentally Retarded
*33	Speech-Language Pathology
*34	Audiology
*42	Guidance Counselor

*These tests are intended primarily for Master's degrees or some advanced training in the field.

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Revised 9/89

Form C-5A
Revised 12/88

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

TO: _____ DATE: _____

_____ SSN: _____

_____

Recently you submitted materials for certification which have been processed. The deficiencies indicated must be satisfied to clear the status of your certificate.

_____ Specialty area of National Teacher Examination.

_____ Professional Knowledge portion of the National Teacher Examination Core Battery tests.

_____ Associate with a teacher education "Approved Program" institution to obtain certification in _____.

_____ Ten semester hours or fifteen renewal credits earned within the current five-year period are required to establish a certificate dating cycle.

The deficient credit to establish the dating cycle of your certificate is _____ semester hours or _____ renewal credits. (Renewal requirements are attached.)
The credit counted toward renewal is:

_____
_____
_____
_____

a. Based on completion of 6 semester hours or 9 renewal credits, a certificate can be extended for one year beyond the expiration date to complete the minimum credit required for extension; however, these hours must be completed prior to the beginning of the following school year. If the credit deficiency is less than 6 semester hours or 9 renewal credits, the total deficiency must be met.
b. If employed with the North Carolina public schools, contact your employer relative to appropriate renewal credit.

_____ A five-year dating cycle for North Carolina certification is established from the date of the last 10 semester hours or 15 renewal credits earned within a current five-year period. Your dating cycle is _____; therefore, renewal requirements must be met by _____. (Renewal requirements are attached.)

Comments: _____

_____

_____

cc: File

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form 6

APPLICATION FOR PROFESSIONAL EXPERIENCE CREDIT

INSTRUCTIONS FOR APPLICANT: Study definition of experience on the back of this form before completing this side. The applicant should complete this form and secure the signature verification of the previous employer. A separate form should be sent to each former employer with a self-addressed, stamped envelope for the return of this form to you. If Form 6 is submitted as a separate application to update experience, a processing fee of $30 (cashier's check or money order) payable to the DIVISION OF CERTIFICATION, SDPI, is required.

Name _____
Last First Middle Maiden

Address _____
Street or PO Box City State Zip Code

Social Security Number _____

( ) Full-time professional experience of 6 hours or more per day, 5 days per week. (See back, Items 1, 6, and 7)
( ) Full-time professional experience of less than six calendar months in more than one fiscal year (July 1 to June 30). (See back, Items 3 and 4)
( ) Part-time professional experience in an organized school of 15 or more hours per week in a fiscal year (July 1 to June 30). (See back, Items 2 and 4)

I was employed in a professional position with a daily assignment as entered below. (Applicant must complete the following. Failure to provide needed information may invalidate the claim for experience credit.)

Beginning Employ. Date Mo./Day/Yr.	Ending Employ. Date Mo./Day/Yr.	School or Public Agency	Total Hrs. Per Day/Wk.	Professional Assign. Grade & Subject	Total Months Employed for Fiscal Year

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement of this application may invalidate the claims for experience and will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

CERTIFICATION BY SUPERINTENDENT: (Please correct or include missing information.) I certify that according to the records in my office or at my disposal the information is correct.

_____ _____/_____
Signature of Superintendent School Date

(Please use school seal if available.) _____/_____
City State

Revised 5/88

DEFINITION OF EXPERIENCE

1. Full-time work in payroll status of not less than six calendar months within one fiscal year (July 1 to June 30) in a school unit is defined as a year of experience. This excludes experience in a one-teacher private school or as an instructor teaching less than one-half time.

2. Two years of part-time work in payroll status in a school unit for not less than one-half time (three hours or more per day, five days per week) for six calendar months or more during a fiscal year may be combined for a salary increment at the beginning of the subsequent year. This regulation became effective July 1, 1969.

3. Full-time work in payroll status (see #1 above) in a school unit for less than six calendar months within one fiscal year may be combined with full-time experience of less than six calendar months from another fiscal year and thereby qualify for an experience increment at the beginning of a subsequent fiscal year. This regulation became effective July 1, 1969.

4. Work in payroll status on a part-time or full-time basis in prior fiscal years can qualify a person for an experience increment under full-time equivalency. Such experience must total the equivalent of six months of full-time employment for each year for which an experience increment is granted. More than six months of experience in any one fiscal year will not count toward additional experience. Part-time experience is defined in #2 above. This provision became effective July 1, 1975.

5. Service as a tutor, clerical paraprofessional or substitute teacher is not recognized for experience credit. Credit for service as an instructional teaching assistant, after having qualified for certification, can be used to establish experience increments (one for the first year and one for each two years thereafter). Documentation verified by the employer to indicate the following qualifying criteria must be provided by the applicant. Instructional teaching assistant experience must be full-time service in the classroom with school age children and with actual instructional teaching responsibilites comprising a minimum of 50% of daily activities.

6. Credit for a year of experience gained in one school year in two or more school administrative units shall be allowed unless the State Superintendent of Public Instruction has been advised that the contract of the person was willfully breached during the school year.

7. Professional experience in a school unit located outside the State will be allowed if properly documented and the above criteria have been met.

8. Professional level public agency or private sector experience can qualify for experience increments (one-year for each 12 months employment), provided the experience is determined to be directly related to the certification held. Example: Twelve calendar months working as a chemist for a chemical lab could qualify for one experience increment if certified in Science or Chemistry. Non-teaching work experience should be verified by using Form 6-A. Verification by the employer indicating duties and level of responsibility must be provided by the applicant.

Revised 5/88

Form 6-A

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

APPLICATION FOR NON-TEACHING EXPERIENCE CREDIT

INSTRUCTIONS FOR APPLICANT: Study explanation of experience on back of the form before completing this side. The applicant should complete the form and secure the signature verification of the previous employer. A separate form should be sent to each former employer with a self-addressed, stamped envelope for return of the form to you. If Form 6-A is submitted as a separate application to update experience, a processing fee of $30 (cashier's check or money order) payable to the CERTIFICATION SECTION, SDPI, is required.

Name _____
Last First Middle Maiden

Address _____
Street or PO Box City State Zip Code

Social Security Number _____

Type of Experience: (Show number of years claimed.)
( ) Full-time work experience of 8 hours or more per day, 5 days per week. (See back for explanation.)
( ) Part-time work experience of 20 hours or more per week.

I was employed in a non-teaching position with a daily assignment as entered below. (Applicant must complete the following. Failure to include all information may invalidate the claim for experience credit.)

Beginning Employ. Date Mo./Day/Yr.	Ending Employ. Date Mo./Day/Yr.	Employer	Total Hrs. Per Day/Wk.	Work Assignment Description	Total Months Employed for Calender Year

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement of this application may invalidate the claims for experience and will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

. . . . . .

CERTIFICATION BY EMPLOYER: (Please correct or include any missing information.) I certify that according to the records in my office or at my disposal the information above is correct.

_____ _____
Signature of Employer City and State

_____
Date

Revised 7/89

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EXPLANATION OF VOCATIONAL WORK EXPERIENCE

Work experience beyond that required for certification relevant to the vocational certification area requested will be counted for salary purposes with one increment per calendar year of work experience with no maximum limitation.

EXPLANATION OF PROFESSIONAL NON-TEACHING WORK EXPERIENCE

Professional level public agency or private sector experience can qualify for experience increments (one-year for each 12 months employment), provided the experience is determined to be directly related to the certification held.

EXAMPLE: Twelve calendar months working as a chemist could qualify for one experience increment if certified in Science or Chemistry.

Non-teaching work experience should be verified by using Form 6-A. If the level of responsibility and duties entered under Work Assignment Description cannot be clearly interpreted additional clarifying information; e.g. job description, will be required from applicant.

Revised 7/89

Form C-07
Revised 5/88

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

CERTIFICATE RENEWAL/REINSTATEMENT REQUIREMENTS

Certificate renewal credit is required to assure that professional personnel periodically update their professional knowledge and technical competency. Continuing certificates are valid for a period of five years and require renewal within each five-year period. North Carolina Public School Systems and Non-Public Schools authorized to administer staff development programs shall establish official procedures for planning local in-service courses or workshops and official procedures for recording such credits. Employed personnel in North Carolina Public Schools or Non-Public Schools approved by SDPI for handling staff development activities must contact their Superintendent/Headmaster (or designated staff development coordinator) concerning all renewal questions and recording of credits earned.

Effective July 1, 1985, for certificates issued on and after that date, the first and subsequent renewal or reinstatement of a certificate shall be based on fifteen units or 10 semester hours of renewal credit earned within the current five-year period. Renewal credit can be counted in increments of no less than one unit of credit.

Persons holding a North Carolina certificate but not currently employed in a local public school administrative unit or by an approved non-public school in North Carolina may keep their certificates renewed through appropriate activities which are listed below. Any questions concerning appropriateness of credit toward renewal should be addressed to the Division of Certification.

1. College or University Courses - There is no limitation to the number of renewal credits per five-year cycle. Courses may be taken through any accredited college or university including technical and community colleges. One quarter hour of credit is the equivalent of one renewal credit. One semester hour of credit is the equivalent of one and one-half (1.5) renewal credits.

2. Experience - One renewal credit for each year of teaching completed during the five-year renewal cycle. Experience and renewal credit is established by Form #6, "Application for Professional Experience Credit."

3. Local Courses or Workshops - There is no limitation to the number of renewal credits per five-year cycle. Credit may be taken through any North Carolina school administrative unit or approved board on a space available basis with approval of local superintendent or governing board. Credit is certified by official documentation from administrative unit or governing board.

4. Activities Approved By State Department of Public Instruction - There is no limitation to the number of renewal credits per five-year cycle. Credit is established by the Division of Staff Development, State Department of Public Instruction, for activities conducted by the department and for activities conducted by other education agencies.

Renewal credit shall be directly applicable to the certificate field(s) and/or professional responsibilities.

The State Board of Education adopted regulations May 4, 1983, requiring renewal requirements to be met by June 30 (the expiration date shown on certificates). If renewal requirements have not been satisfied prior to the expiration date, the following rules apply when renewal credits are completed.

1. Certificates that have expired must be renewed with 15 renewal credits or 10 semester hours earned within the past five years.

2. If the person has taught two or more years and has the appropriate renewal credit, the certificate will be issued as continuing.

3. If the person has taught less than two years and has completed the appropriate renewal credit, an initial certificate will be issued.

Only the employing school system can request a validated certificate for a person being employed with an expired certificate and deficient renewal credits.

Applicants for certificate renewal/reinstatement should follow instructions below.

Instructions for Applying for Certificate Renewal/Reinstatement

All credit earned for renewal/reinstatement must be submitted as a packet when total credits required for renewal have been completed. The Division of Certification does not accept partial renewal credit. Credit earned at colleges/universities or other schools must be reported by the original transcripts issued to student (grade reports are not acceptable). Other credit must be verified by official documentation such as "certificate of completion."

Other materials to be included with the application packet are as follows:

1. "Subsequent Application for Certification" (Form 1-B)
2. "Application for Professional Experience Credit" (Form #6) must be used to report experience earned which has not previously been reported. Form #6 must be properly completed and verified by signature of Superintendent/Headmaster or former employer.
3. Cashier's Check or Money Order in the amount of $30.00 payable to The Division of Certification is required for processing (cash or personal checks are not accepted).

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form C-09
Revised 6/88

IDENTIFICATION OF CERTIFICATION CODES

Certification code numbers are used on certificates in four columns: Program, Certificate Areas, Class and Experience. The following information is the interpretation of these codes.

COLUMN 1 - PROGRAM : A two-digit program code is established for all certificate areas. The first digit indicates the following limitations.

0 Continuing Certification. All limitations have been removed. Renewal required by expiration date.
1 Provisional Certification. Requires completion of regulations specified for codes 4, 5, and 7.
2 Provisional Certification. Valid only for the fiscal year following "date effective."
3 Provisional Conditioned Certification. Temporary deficiencies must be satisfied with required credit prior to the beginning of the following school year.
4 Temporary Permit. Valid for one year only as specified by State Board of Education regulations 7/22/88. Completion of NTE regulation required to continue beyond the certificate expiration date.
5 Initial Certification (Inactive Employment Area). Employment in this area requires notification from the employer to the Division of Certification for activation. (Verification of employment is automatic for North Carolina Public School employees by the 406 Personnel Update Process.)
6 Provisional Permit. Valid for one year. Requires completion of regulations specified for codes 4 and 7.
7 Provisional Certification. Requires completion of renewal requirements; 10 semester hours/15 renewal credits. A minimum of 6 semester hours or 9 renewal credits during the current year is required to extend. The remaining credits must be completed during the second school year.
8 Initial Certification (Active Employment Area). Valid for initial employment in North Carolina. Will convert to continuing certification upon successful completion of the North Carolina Initial Certification Program.
9 Initial Provisional Certification. Requires completion of regulations specified for code 7 and Initial Certification Program requirements.
L Initial Provisional Lateral Entry Certification. Valid for one year and renewable under provisional regulations. Will convert to continuing certification upon completion of an approved teacher education program and successful completion of the North Carolina Initial Certification Program.
V Initial Provisional Conditioned Certification. Valid for current school year and renewable under provisional regulations. Will convert to continuing certification upon completion of required credit, NTE Professional Knowledge Exam, and successful completion of the North Carolina Initial Certification Program.

The second digit identifies the program of preparation which is the basis for issuance of the certificate:

01 Recommendation for certification by an accredited North Carolina institution based on the completion of an "Approved Teacher Education Program."
02 Completion of requirements for certification but not a program identified by Codes 01, 03, 04, 06, 07, 08, 09.
03 Reciprocity Certification based on NASDTEC approved program.
04 Reciprocity Certification issued under an Interstate Certification Contract.
05 Completion of special requirements for certification in vocational education or vocational explorations. This certificate is limited to employment in the area(s) of certification shown.
06 Reciprocity Certification based on completion of an NCATE "Approved Teacher Education Program."
08 Reciprocity based on programs not accredited by NCATE, NASDTEC, or the Interstate Certification Contracts. Completion of the North Carolina Initial Certification Program through employment required to continue certificate.
09 Endorsement issued under certification regulations adopted by the State Board of Education 5/4/83.
0L Issued to non-teacher education graduates under Lateral Entry certification regulations adopted by the State Board of Education 8/7/85.

COLUMN 2 - CERTIFICATE AREAS

Special Service Personnel

(Not valid for Teaching)

011 School Administrator - Superintendent""
012 School Administrator - Principal""
113 Curriculum Instructional Specialist""
077 Instructional Technology Specialist - Computers""
078 Media Supervisor""
711 Vocational Director""
88099 Program Administrator (Exceptional Children)""
005 Counselor""
006 School Social Worker
008 Mentor
026 School Psychologist""

Elementary

020 Elementary - Graduate (Grades 1-8)"
021 Primary (Grades 1-4)"
022 Grammar (Grades 4-8)"
023 Early Childhood Education (Grades K-4)
024 Intermediate (Grades 4-6)
78-000 Middle Grades (Last three digits show subject) i.e. 78-180 Middle Grades -Language Arts (Grades 6-9)
18-000 Elementary Second Language Endorsement (Last three digits indicate language) i.e. 18-521 "Spanish Endorsement". Must attach to an Elementary area such as 023 and is valid for full-time assignment in grades 6 and below.

Secondary Areas (Grades 9-12)

100 English
200 Mathematics
300 Science++
302 Earth Science
303 Physical Science"
310 Biology
320 Physics
330 Chemistry
400 Social Studies ++
405 Political Science
410 Geography
420 History
431 Economics
432 Sociology
433 Anthropology
510 French
520 Spanish
530 German
580 Russian
599 Latin
600 Business Education
601 Basic Business
905 Bible
18-000 Endorsements + (Last three digits indicate subject) i.e. 18-200 "Math Endorsement" only valid for teaching in less than half-time assignments.
18-434 Psychology Endorsement only. No full certification issued in psychology.

Special Subject Areas (Grades K-12)

074 Instructional Technology Specialists - Telecommunications
075 Associate Media Coordinator*
076 Media Coordinator**
079 Computer Education +++
090 Physical Education
096 Safety and Driver Education
097 Health Education
098 Health Specialist
108 Theater Arts
109 Speech
110 English as a Second Language
180 Language Arts
190 Reading
511 French
521 Spanish
531 German
581 Russian
800 Music
805 Dance
810 Art
88001 Cross Categorical (Mild-Moderate Handicapped)(CC)
88002 Severely/Profoundly Handicapped (SP)
88003 Audiology (AD) **
88004 Preschool Handicapped (PS) (Prekindergarten age group)
88081 Mentally Handicapped (MH)
88082 Speech-Language Impaired (SI)**
88083 Visually Impaired (VI)
88084 Physically/Orthopedically Handicapped (PH)*
88085 Severely Emotionally Handicapped (EH)
88086 Specific Learning Disabilities (LD)
88087 Academically Gifted (AG)
88088 Hearing Impaired (HI)
88089 Hospitalized Homebound *

Vocational Education

700 Agriculture
701 Agriculture Technology *
710 Home Economics
720 Health Occupations Education
730 Marketing Education
740 Trade Preparatory Programs
745 Industrial Cooperative Training
747 Industry Education Coordinator
760 Vocational Business Education
761 Vocational Business Education-Data Processing
770 Handicapped/Disadvantaged
777 Career Exploration
820 Industrial Arts
999 Junior ROTC

COLUMN 3 - LEVELS OF PREPARATION

A, VA, PVA, SWA ---------- Bachelor's Degree
G, SG, VG, P, S, CG, SWG ---------- Master's Degree
AP, ASG, AS, AG, ACG, AWG, AVG ---------- Sixth Year (Advanced)
DAP, DG, DAS, DVG, DSG, DCG, DWG, DA ---------- Doctor's Degree
PV, V ---------- Rating below class A

COLUMN 4 - This column indicates, as of the date the certificate was issued, the years of experience credited to each certification area. This experience rating will not always show total years of service in North Carolina public schools due to credit for out-of-state service, public agency service, etc.

Each individual is responsible for knowing about and satisfying the certificate renewal requirements. Failure to renew a certificate causes an individual to be ineligible for employment. The North Carolina employer should be contacted for the latest renewal information.

* Initial certificates cannot be established in these areas. Currently held certificates are valid for employment.

** Initial certificates issued based on minimum master's level preparation.

*** Initial certificates issued based on minimum 6th year level preparation.

+ Cannot be issued unless fully certified in another area.

++ Endorsement not issued in this area.

+++ Endorsement only issued for this area.

Form C-09A
Revised 5/88

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

INFORMATION ABOUT INITIAL CERTIFICATION REQUIREMENTS

Effective January 1, 1985, individuals qualifying for North Carolina certification are subject to the two-year Initial Certification Program (ICP). ICP regulations specify two years of successful performance in a public school system and/or the non-public school participating in the ICP process to clear initial status. This program provides for continuing growth and refinement of skills, a time of peer support and assessment, and induction into the profession. Upon successful completion of the ICP, the employing school system prepares the formal recommendation for issuing continuing certification.

Column #1, Program, on the front of the certificate identifies by code the issuance status. The explanation of program codes is found on the back of the certificate. Initial certificates may be issued with the following first digit codes: 1, 2, 3, 5, 8, 9, L and V. A first digit 5 code is issued to indicate that the area is in inactive ICP status. These certificates will be converted to active ICP status upon employment in the public schools or non-public schools participating in the ICP. The following explains the requirements for clearing and/or continuing these certificates.

INITIAL CERTIFICATION (INACTIVE EMPLOYMENT AREA) - First Digit Program Code 5

The first digit program code 5 is issued to indicate areas that require completion of ICP to move to continuing status. These may be either teaching or special service personnel areas. First digit program code 5 certificate areas can be continued indefinitely without additional formal training (except regular renewal) until activated. Certificate Renewal Requirements (10 semester hours/15 renewal credits of appropriate course work) must be completed by the expiration date indicated on the certificate. Verification of employment is automatic for North Carolina Public School employees by the 408 Personnel Update Process. Other employers with an approved ICP plan must notify the Division of Certification to activate the appropriate certification area. The first digit 5 is then converted to an 8 indicating initial certification, active employment area, requiring participation in an ICP.

INITIAL CERTIFICATION (ACTIVE EMPLOYMENT AREA) -- First Digit Program Code 8

The first digit program code 8 is issued for a two-year period when an individual becomes employed and is assigned in an area requiring participation in the ICP. Two years of successful employment and participation in the ICP is required to move to continuing certificate status. In the event a person has unsuccessful participation in an ICP, the initial certificate can be reactivated only by recommendation from a North Carolina college or university approved teacher education program.

Upon satisfactory completion of ICP, the continuing certificate will be issued indicating the dating cycle previously established. Credit earned while participating in ICP can be counted toward renewal.

INITIAL PROVISIONAL CERTIFICATION -- First Digit Program Code 9

The first digit program code 9 is issued when validating an expired North Carolina certificate upon the request of the employing school system or when an out-of-state applicant files for certification and the required credit (10 semester hours or 15 renewal units) to establish a certificate dating cycle has not been met. This certificate is issued for one year rather than two. (Continually employed persons are not eligible for a validated certificate.)

The individual must file renewal credits as specified in the Certificate Renewal Requirements. A minimum of 6 semester hours or 9 renewal units earned during the current year (including the summer) is required to extend the certificate a second year. When the renewal requirements have been met, the five-year dating cycle is established and the initial certificate is issued with the first digit program code 5 (if the individual is employed, the certificate is coded with the first digit 8 and issued for the remainder of the two-year ICP period).

ICP AND PRIOR PROFESSIONAL EDUCATION EXPERIENCE

Persons qualifying for certification who have two years of actual teaching experience are not required to participate in the ICP.

* * * * *

When initially certified persons are employed, it is the responsibility of the employing school system to make the appropriate assignment to meet the State's policy regarding initial certification. For example, initially certified teachers must serve a minimum of one year (equates to six calendar months of full-time service or equivalent and/or more) during the required ICP experience for a minimum of one class each day in an area appropriate to the initial certification. If an appropriate assignment cannot be made, the employer can request the extension of the initial certification. Initial certifications cannot be extended beyond the end of the established five year dating cycle without appropriate renewal credits.

All persons employed with a school system should contact the employing superintendent's office regarding problems and/or questions with their certificates. Other persons should contact the Division of Certification for assistance.

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form C-11
Revised 9/88

APPLICATION FOR ADDING IN-FIELD CERTIFICATION

(Use this form for all areas except Driver Education or Vocational Education.)

SECTION I: *INFORMATION CONCERNING APPLICANT* (Please read instructions before completing this form.)

Administrative Unit Name _____ Code Number [ ][ ][ ]

Social Security Number [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Last Name [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

First Name [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Middle Name [ ][ ][ ][ ][ ][ ][ ][ ][ ]

SECTION II: *OUT-OF-FIELD AREA(S)*

_____

_____

_____

SECTION III: *BASIS FOR ADDING CERTIFICATION*

Date Completed	College Credits/Workshops/Experience	Credit(s)	Administrative Unit or College

COMMENTS: _____

_____

_____

_____

To the best of my knowledge and belief, the above information is correct and the individual named herein is competent to teach in the areas assigned.

_____ _____

Signature of Superintendent or Designee *and Title* Date

INSTRUCTIONS FOR COMPLETING IN-FIELD CERTIFICATION APPLICATION

This application is to be used only to add "in-field" certification to the certificate of a currently employed teacher who has been assigned out-of-field. This form is not to be used to add any type of certification for vocational education or driver education. See Certification Manual for adding these areas. (In-Field policy adopted by State Board of Education May 4, 1983.)

SECTION I: *INFORMATION CONCERNING APPLICANT*

Administrative Unit Name and Code Number -- Enter the name and the three digit number for the Local Education Agency in which the teacher is employed.
Social Security Number -- Enter the Social Security Number from the teacher's current certificate.
Last Name, First Name, Middle Initial -- Copy this information from the teacher's current certificate.

SECTION II: *OUT-OF-FIELD AREA(S)*

In this section, record the appropriate certification required for the out-of-field teaching assignment. The information listed on the Professional Personnel Activity Report (PPAR) may help match the teacher's assignment with the proper certification area required to serve in that capacity. Middle or Junior High Teachers with departmentalized or block assignments at the seventh, eighth or ninth grade level must have certification in each subject they teach. If a block assignment in grades 7-9 includes subjects for which the teacher is not certified, list each middle grade certificate area required on separate lines in Section II.

SECTION III: *BASIS FOR ADDING CERTIFICATION*

Record in this section information concerning college/workshop credits, experience, and competencies directly related to the certification required. The Division of Certification only evaluates courses/credits/etc. for purposes of establishing eligibility for endorsements, middle grade subject areas and certain special education teaching areas. Most other certificate areas may be requested on this form; however, they can only be issued on a provisional basis with the requirement for association with a college/university approved program in order to establish eligibility. With the exception of Counselor, credits should not be listed for areas in which the Division of Certification do not evaluate.

NOTE: Teaching less than half-time -- An endorsement area may suffice for some teaching assignments at the secondary level if the assignment is less than half-time. Generally, if the time spent in a teaching assignment averages less than three hours per day when the entire school year is considered, the assignment will be considered less than half-time.

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form # C-13

LATERAL ENTRY CERTIFICATION REQUEST
(To be submitted with Initial Application Form # 1)

The 1984 session of the North Carolina General Assembly amended G.S. 115C-296 by including the following:

> "It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector..."

The State Board of Education has adopted policies to implement lateral entry which limits such certification to individuals who have been selected for employment by a North Carolina school system.

Statement of Employing North Carolina School System: This is to certify that we intend to employ the person identified below in a professional position and do herewith request certification under provisions of the Lateral Entry regulations.

(Signature of Superintendent or Designee) Name of School System (Date)

Statement of Applicant: I do herewith request certification as documented on the attached Initial Application For Certification (Form #1) under provisions of the Lateral Entry regulations. I understand and accept the conditions for the issuance of the Lateral Entry certificate.

(Signature) (Social Security No.) (Date)

Terms and Conditions of Lateral Entry Certification

1. The Lateral Entry Certificate legally entitles me to be employed and to serve in the North Carolina Public Schools as a teacher.
2. The issuance of the Lateral Entry Certificate imposes on me the necessity to meet the testing and progressive credit requirements within the time limits specified without regard to my continued employment in a North Carolina school system if such certification is to remain valid.
3. The National Teacher Examination (NTE) Specialty Area Exam must be successfully completed on the next available test date. The Professional Knowledge Exam (PK) must be successfully completed prior to a certification recommendation by the Institution of Higher Education (IHE) after completion of the professional education and/or other certification requirements.
4. Lateral Entry Certification requires me to complete professional education and/or other requirements for clear certification through an approved teacher education program at a participating IHE. This work must be completed at a minimum rate of six semester hours per year with all requirements completed within five years. The IHE will file a recommendation for certification upon completion of the teacher education program.
5. Certification through the Lateral Entry program is subject to all regulations which apply to other beginning teachers in North Carolina. The Lateral Entry Certificate is issued for one year, renewable upon completion of credit requirements as specified in #4 above. Two years of successful experience and successful completion of the Initial Certification Program (ICP) are required of all Lateral Entry certified teachers to convert to a Continuing Certificate. Participation in the ICP must continue during the total time period while employed with Lateral Entry Certification.

VBM/v1 08/07/85

APA 2H.0203

(f) Classification of Teachers Who Have Not Completed a Teacher Education Program - Criteria for Lateral Entry into the Teaching Profession:

(1) Application for Lateral Entry Certification is limited to those individuals who have been selected for employment by a North Carolina school system. The application for certification must be a joint application by the individual and the employing school system with complete documentation of all supporting credits, experience, test scores, and other pertinent information.

(2) Lateral Entry Certification on a provisional basis is authorized in major areas of academic study for which the State has established Certification. Only degrees and credits from regionally accredited institutions will be acceptable. The class of such Certification will be the same as that issued to regular teacher education program program graduates based on the degree(s) held and the appropriate major area of study completed. Lateral Entry Certificates will be subject to the Initial Certification procedures and to the provisional certification requirements.

(3) Evaluations for clear certification for Lateral Entry teachers should be completed by a North Carolina institution with an "approved" teacher education program in the Certification area. Such evaluations should reflect appropriate knowledge and skill from previous training and experience as it relates to the competencies specified for the various areas of certification. Successful teaching experience in the program for initially certified personnel will be accepted for the student teaching requirement. Other appropriate professional training activities in this program must be reflected in the evaluation for full Certification. The Division of Certification will resolve any difference which can not be resolved by the other parties involved.

(4) Lateral Entry Certificates are subject to the standard requirements of GS 115 - 296 (a) and the policies adopted by the State Board of Education. The National Teacher Examinations (NTE) are required with the option open to an individual to substitute the Graduate Record Examination (GRE). Minimum scores have been established. The NTE teaching area specialty examination must be taken at the next available administration of the (NTE) if the certification is to remain valid. The Professional Knowledge examination may be delayed until the completion of the designated professional teacher education program. A temporary permit will be issued upon application which will be valid for employment until the NTE scores are available from the next administration of the teaching area specialty examination. Once the teaching area specialty examination requirement has been met, a temporary - initial certification will be issued for the remainder of the fiscal year. Extension of such Certification for the following fiscal year will require the individual to meet whatever progress is specified toward meeting the requirements for a clear certification.

(5) Application for Lateral Entry Certification may be filed for an individual who has satisfied all major degree requirements but who may still have some minor deficiency or technical requirement to be satisfied. Such shortages may not exceed six semester hours and must be satisfied prior to the beginning of the following fiscal year. Such individuals will be eligible for Certification as specified in these Regulations.

(6) These policies shall become effective for Certification issued "effective July 1, 1985 and thereafter."

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form# C-14
(Revised 8/88)

NORTH CAROLINA INITIAL CERTIFICATION PROGRAM RECOMMENDATION FORM FOR PROFESSIONAL SCHOOL PERSONNEL

This form must be completed by the locally designated official for each initially certified person at the end of the initial certification period. All decisions regarding continuing certification must be verified in the space provided.

_____ _____
LEA No.

NAME _____
LAST FIRST MIDDLE MAIDEN

ADDRESS _____
STREET OR P.O. BOX CITY STATE ZIP CODE

SOCIAL SECURITY NUMBER _____-_____-_____

Area(s) of Initial Certification (Use Certification Codes Only)_____

Date Enrolled in Initial Certification Program _____ _____ _____
Month Day Year

Date Initial Certification Requirements Completed _____ _____ _____
Month Day Year

Assignment at time of Recommendation: _____
NOTE: Policy change effective July 1, 1987 requires that the assignment be appropriate to the area of initial certification.

Continuing Certification (Check One): ____**Recommended** ____**Not Recommended**

Verification of Performance: (Required with all recommendations):

Yes _____ Performance AT STANDARD on Critical Function Areas
No _____ (IF NOT, CRITICAL FUNCTION AREAS NOT AT STANDARD MUST BE SPECIFIED/LISTED)

Person Designated to Make Certification Recommendations:

_____ _____
(signature) (date)

(FOR USE ONLY BY DIVISION OF CERTIFICATION)

_____ Recommending IHE _____ Approved
_____ Date _____ Not Approved

_____
Signature

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form 1-B

SUBSEQUENT APPLICATION FOR CERTIFICATION OF NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL

Instructions for completing this application are found on the back.

A. IDENTIFICATION

Name _____
(list exactly as shown on your present certificate)

B. CURRENT PERSONAL DATA

Name _____
Last First Middle Maiden

Address _____
P. O. Box or Street City State Zip

Social Security # _____ Date of Birth _____ (Mo. Day Yr.)

Marital Status ( )
S - Single
M - Married
W - Widowed
D - Divorced
A - Separated

Race ( )
I - Am. Indian
A - Asian/Pacific Islander
B - Black
H - Hispanic
W - White

Sex ( )
M - Male
F - Female

C. CERTIFICATION ACTION SOUGHT BY THIS APPLICATION

Information should be completed with a clear indication of the action you expect the State to take. Complete documentation to support the action requested must be supplied. Documentation is not required for the following types of action: (1) change of name due to marriage, (2) the issuance of a duplicate certificate. If the action requested is based on a program(s) completed and approved by an institution of higher education, the appropriate recommendation form must be properly completed by the institution and attached with a transcript of the earned credit (grade reports are not accepted).

Type Action Requested: _____
Example: Name Change, Duplicate, Higher Classification, Additional Area(s), etc.

_____

Documentation to Support Application _____
(Graduate Transcript, Verification of Experience, Legal Papers, etc.)

I hereby certify that the information given in this application is correct and true. I understand that the falsification of any statement on this application will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

_____ _____ _____
Superintendent's Signature (when applicable) Unit Date

Revised 5/88

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The applicant is fully responsible for establishing all official documentation to support this application. A fee of $30.00 is charged for the the processing of the Subsequent Application for Certification. The fee (cashier's check or money order), should be made payable to the Division of Certification, SDPI and should be attached to this application along with supporting documentation.

This application form must be completed for the following types of certification actions:

1. request for duplicate certificate;
2. request for a change in name;
3. adding an area to an existing certificate;
4. dropping an area;
5. raising a certificate to a higher classification;
6. request for a certificate to show a change in experience rating; or
7. renewal of a certificate.

This form should also be used for the following type actions which would not require the processing fee:

a. correct an error in a person's name when such error was made by the Division of Certification, SDPI;
b. supplying personal data for the State records which does not call for a certificate to be issued;
c. request for a name change due to marriage for teachers employed in the North Carolina Public Schools. The employing superintendent's or designee's signature along with the unit number is required.

Certification records are established using an individual's complete legal name. This includes maiden and married names. Do not request that the name on a record be changed to correspond to a name shown on the social security card or to a name you are called. If a name has been changed by legal action, a copy of the court order must be attached to this request.

The social security number is the numeric identification used on all certificates issued by the State of North Carolina. The certification office will not issue a certificate without the social security number. Be certain that your social security number is given correctly on this form. A correction due to the submission of an incorrect social security number will require the payment of an additional processing fee.

Personal data other than an individual's name and social security number will not appear on the certificate and is collected for statistical purposes only. It is necessary for all personal data to be given.

Revised 5/88

FORM LEA-02

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

REQUEST FOR CERTIFICATION IN VOCATIONAL EDUCATION
(To be completed by Local Education Agency)

Date: _____

Name: _____

Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Social Security Number: _____

The above individual is to be employed by _____
(LEA)

to serve as a teacher of _____
(Program Area & Lab if applicable)

Based on the certification guidelines, he/she is the most qualified applicant available to fill the position. We request that his/her credentials be evaluated for certification in this area.

COMMENTS/JUSTIFICATION: _____

_____

_____

_____

_____
Superintendent or Designated Personnel Officer

_____
Director of Vocational Education

Revised 7/89

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form LEA-03

Request for Salary Certification for the Advanced or Doctoral Supplement

(For use by Public School Administrative Offices Only)

This request must be completed by the LEA Superintendent or designated personnel officer for authorization of the advanced or doctoral level salary supplement. The information is needed for individuals employed in non-categorically funded positions. Refer to information regarding the policy on the back of this form.

The identified supplement is requested for school year _____.

TYPE/Print Employees Names & Social Security Numbers	*Area of Assignment*	*Percent of Day*	*Indicate Adv.*	*Indicate Dr.*	*Employed Full-Time*	*Employed Part-Time*
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○
_____ SSN ___/___/___	_____	_____	○	○	○	○

I certify that the individuals named above are assigned appropriately and qualify for the salary supplement indicated.

_____ Local Education Agency

_____ Superintendent or Designee and Title

_____ Date

(For use by Division of Certification staff only.)
Approval as indicated above is granted for the _____ school year.

_____ Date

_____ Signature and Title

cc: Local Education Agency
Certification File

03/88

INFORMATION REGARDING ADVANCED OR DOCTORAL SUPPLEMENTS

Salary certification at the advanced (sixth-year) or doctoral level for a teaching area is not automatic. To qualify for the advanced or doctoral level salary, the employing superintendent must verify that the teacher is assigned the majority of the day in the area in which the advanced certification is held. A majority assignment exists when 50 percent or more of the daily teaching duties are in the field of advanced certification.

Because assignments change from year to year, the supplemental salary must be requested by the employing superintendent's office each school year to authorize the supplement for that year.

This form is not required for assignments in categorically funded teaching areas, such as most vocational education and special education areas. When the budget code shows a categorical area in which the advanced or doctoral certificate is held, the supplemental salary will be automatic.

The policy as adopted by the State Board of Education effective July, 1987 is found on page 38 of the CERTIFICATION MANUAL.

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form IHE-01

NORTH CAROLINA RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL

(FOR USE BY NORTH CAROLINA INSTITUTIONS)

Name _____
Last First Middle Maiden

Address _____
Street or PO Box City State Zip Code

_____ _____
Social Security Number Date of Birth

RECOMMENDATIONS

This recommendation is an official document and must be completed by a North Carolina teacher education approved institution for an individual to be certified based on the completion of a competency-based teacher education program. Complete information for each certification area being recommended is required. The North Carolina Local Education Agency Evaluation of Student Teaching Performance form, Form IHE-01b, must be included when appropriate for individuals qualifying for their first certification.

_____
Institution of Higher Education

PROFESSIONAL

The applicant has completed the professional education requirements of this institution's approved program for a certificate as indicated and is recommended as possessing the competencies stipulated by the State Guidelines for the Approval of Programs for Teacher Education. The applicant has been advised of certification and degree requirements as required by the Quality Assurance Program.

_____ _____
Signature and Title of IHE Recommending Official Date

CERTIFICATION SUBJECT(S) OR AREA(S) (Signature of recommending official required for each area.)

Stipulate below the subject(s) or area(s) being recommended for certification. Middle Grades subject area concentrations must be specified one per line (e.g., Middle Grades Math).

1. _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

2. _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

3. _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

4. _____ / _____ / _____ / _____
Name of Certificate / Degree or Level / Date Requirements Completed / Signature of Recommending Official / Date

Revised 4/88

NORTH CAROLINA APPROVED PROGRAM
STUDENT ADVISEMENT DOCUMENTATION

The Quality Assurance Program has addressed minimum student advisement procedures to ensure that all parties (IHE faculty and students) involved in teacher education are aware of program expectations and student achievement toward meeting these expectations. Standard test scores along with scholastic achievement scores should be a part of these expectations in meeting exit requirements for certification. To ensure direct student involvement in face-to-face interaction with a faculty advisor, three formal evaluation conferences should be conducted with joint sign-off by the parties involved if no other formal advisement procedures are conducted at your institution. This form provides for the posting of standard test scores and the recording of the advisement conferences.

Name of Student _____

Social Security # _____ Certification Sought _____

SCHOLASTIC APTITUDE TEST SCORES (To Be Completed By Recommending Official)

Test Date _____ Verbal _____ Math _____

NATIONAL TEACHER EXAMINATION SCORES (To Be Completed By Recommending Official)

Test Date _____ Teaching Area # _____ Score _____

CS _____ GK _____ PK _____ Date _____

GRADUATE RECORD EXAMINATION SCORES (To Be Completed By Recommending Official)

Test Date _____ Verbal _____ Quantitative _____ Analytical _____

_____ _____

Signature of IHE Official Entering Test Scores Date

Use of the following space is optional if formal advisement procedures have been conducted as specified by the college/university.

Advisement Conferences The signatures required at the end of each conference certify only that the conference did occur and does not necessarily indicate concurrence or agreement by the parties involved.

A. Point of Admission into the Approved Teacher Education Program Notes or Comments:

_____

_____

_____ _____ _____

Faculty Advisor Date Student

B. Point of Application for Student Teaching Notes or Comments:

_____

_____

_____ _____ _____

Faculty Advisor Date Student

C. Point of Program Completion Notes or Comments:

_____

_____

_____ _____ _____

Faculty Advisor Date Student

4/88

North Carolina Local Education Agency Evaluation
of Student Teaching Performance
(For Use By LEA Superintendent or Designee)

This form must be completed by the Superintendent or designee of the LEA in which the North Carolina Approved Teacher Education Program student completed Student Teaching. It should be sent to the college or university to be included with the Initial Application for Certification. A favorable response is required for certification.

Name of Student _____
Last First Middle Maiden

Address _____
Street or P.O. Box City State Zip Code

_____ _____
Social Security # Name of Institution

The teacher named above completed his/her student teaching assignment at _____ in _____.
School Name Administrative Unit

The assignment began _____ and ended _____.
month/day/year month/day/year

He/she taught _____ in the _____ grade(s).

I have reviewed the evaluation of his/her performance which was done systematically and continuously during the student teaching experience. Based on his/her evaluations and recommendations from my professional staff/Student Teacher Supervisor, we certify that:

_____ The student teaching performance has been successful.

_____ The student teaching performance has not been successful.

Comments: (optional) _____

_____

_____

_____
LEA Student Teacher Supervisor

_____ _____
Signature of Designated LEA Official Administrative Unit

12/84

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NC 27603-1712

Form IHE-02

OUT-OF-STATE INSTITUTIONAL RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL
(For use by institutions outside of North Carolina that are NCATE* approved.)

Officials from out-of-state institutions should complete (if applicable) and return this form with an original transcript of the record of scholastic preparation to the applicant to be submitted as a part of the official documentation for certification in North Carolina.

Name of Student _____
Last First Middle Maiden

Address _____
Street of P.O. Box City State Zip Code

_____ _____ ____ ____ _____
Social Security # Date of Birth Race Sex Marital Status

_____ _____ _____
Name of Institution Degree or Level Date Requirements Completed

##########

1. Has your institution been visited by NCATE and approved as a result of the visit?
   Yes _____ No _____ Give Date of last approval of NCATE. _____

2. Has this applicant completed a NCATE Approved Program? Yes _____ No _____

3. What degree or level was attained to complete the teacher education program?
   (check one) Bachelor's _____ Master's _____ 6th Year Level _____ Doctorate _____

4. What area(s) of certification does completion of the program, in conjunction with any other degree(s) and course work, qualify the applicant to serve in your State? (List) _____

_____

I certify the information given above is based on official records and that I I am the appropriate official for supplying and certifying this information.

_____ _____ _____
Date Print or Type Name of Certifying Official Title

_____
Signature of Certifying Official

*NCATE - National Council for Accreditation of Teacher Education

7/87

OUT-OF-STATE INSTITUTIONAL RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL
(For use by institutions outside of North Carolina that are not NCATE approved.)

Officials from out-of-state institutions should complete (if applicable) and return this form with an original transcript of the record of scholastic preparation to the applicant to be submitted as part of the official documentation for certification in North Carolina.

Name of Student _____
Last First Middle Maiden

Address _____
Street of P.O. Box City State Zip Code

_____ _____ _____ _____ _____
Social Security # Date of Birth Race Sex Marital Status

_____ _____ _____
Name of Institution Degree or Level Date Requirements Completed

##########

1. Has applicant completed a teacher education program? Yes _____ No _____
(If answer is NO, omit further response, sign below, and return to individual named above.)

2. If yes, does this program meet your State's Approved Program requirements?
Yes _____ No _____

3. What degree or level was attained to complete the teacher education program?
(check one) Bachelor's _____ Master's _____ 6th Year Level _____ Doctorate _____

4. What area(s) of certification does completion of the program, in conjunction with any other degree(s) and course work, qualify the applicant to serve in your State? (List) _____

_____

I certify the information given above is based on official records and that I am the appropriate official for supplying and certifying this information.

_____ _____ _____
Date Print or Type Name of Certifying Official Title

_____
Signature of Certifying Official

Revised 7/87

GLOSSARY

20M 2/89

ATTENTION CERTIFICATE HOLDER (10)

CERTIFICATION
DEPARTMENT OF PUBLIC INSTRUCTION
116 W. EDENTON STREET
RALEIGH, NORTH CAROLINA 27603-1712

This is your North Carolina certificate. The individual's copy has been issued for your records. The Superintendent's copy must be presented to your Superintendent before you can be paid. (Please check the back of this page and the additional sheet for further information).

(1) Includes name as submitted on application for certification. The address under the name is for mailing purposes only.

(2) Individuals' social security numbers become their certificate numbers.

(3) The date the certificate expires.

(4) The date the certificate is printed.

(5) The beginning date a certificate is valid for employment.

(6) Program Codes are a 2-digit number/character. The first digit/character indicates any limitations/deficiencies and the second digit/character indicates the program of preparation.

(7) A 5-digit code which identifies the subject/grade level or special service category certification.

(8) A 1- to 3-character code which indicates the level of preparation.

(9) The total number of years of established experience.

(10) Certificates are printed in duplicate, one for the employing superintendent and one for the individual.

GLOSSARY

GENERAL CERTIFICATION TERMS

Add-on Certification - The process for establishing additional certificate areas for individuals with existing certification. Normally, this occurs based on completion of designated credit specified by the Certification Section.

Approved Education Program - A program of study in an institution of higher education (IHE) approved by the State Board of Education in accordance with specified competencies, standards, and guidelines established by the Board. (See Appendix C.)

Certificate Dating Cycle - A five-year time period (fiscal years) is initially based on the completion of (1) credit requirements to qualify for certification, (2) the completion of certificate renewal credits, or (3) a valid certificate from a state with which reciprocity has been established. Certificate renewal credits must be completed by the ending date of the cycle to continue the certificate for the next five years. New dating cycles are established only by the completion of requirements for renewal of an expired certificate.

Certificate Effective Date - The beginning date for establishing eligibility of certification for employment and salary certification as specified by certificate areas printed on certificates.

Certificate Experience Rating - The total number of years of experience established for each area of certification. (See Form 6 or 6A in Appendix G.)

Certificate Expiration Date - The date that indicates the end of the life of a certificate after which it is no longer valid for employment.

Certificate Extension - A certificate issued during May of each year by an automated computer process for certified public school personnel whose certificates will be expiring at the end of the fiscal year (June 30). Automatic extension certificates are processed for both regular five-year certificates and one-year provisional certificates.

Certificate Issue Date - The date certificates are printed.

Certificate Number - An individual's social security number is the certificate number.

Certification - The licensing of professional school personnel is based on the completion of an approved education program or its equivalent. Certification qualifies the holder to serve in the subject or field identified on the certificate by area codes. (See Form C-09 included in Appendix G.)

Direct Certification - The licensing of professional school personnel by the State Department of Public Instruction based on a review of academic transcripts, relevant experience and other data to judge whether an individual has equivalent credentials to those achieved by completing education programs.

Elementary Second Language Endorsement - A specific second language area which must attach to an existing elementary certificate area. The ***less than half-time restriction*** for teaching is not applicable to this endorsement.

Endorsement - A specific subject area for teaching less than half-time. Eighteen semester hours of specific subject credit are required for issuance in addition to eligibility for full certification in another subject for teaching grades K-12 or 9-12.

Initial Certification Program (ICP) - A two-year program for inexperienced professional personnel which provides for continuing growth and refinement of skills, a time of peer support and assessment, and induction into the profession. Upon successful completion of the ICP, the employing school system prepares the formal recommendation for issuing continuing certification.

Lateral Entry - SBE policy that allows employers to request provisional certification for skilled individuals who hold a bachelor's degree from a regionally accredited institution of higher education but who have not yet completed the education requirements at an approved teacher education program. (See Form C-13 in Appendix G.)

Methods Faculty - Faculty who teach undergraduate or graduate methods courses or supervise field experiences for prospective classroom teachers in approved teacher education programs.

National Teachers Examination - The standard tests required by the State Board of Education for North Carolina certification. Minimum scores are required for admission into a teacher education program and for initial and subsequent certification. (See Form C-04 included in the Appendix G.)

Professional Development Plan (PDP) - A required plan for all certified personnel developed during the first year of service and revised annually to indicate strengths, weaknesses and strategies for improving performance.

Reciprocity - SBE policy which enables individuals to obtain NC certification based on the completion of approved education programs (or equivalent) in other states. (See Form C-03 in Appendix G.)

Renewal Credit - Credit required to establish or maintain a certificate and update an individual's professional knowledge and technical competency. Specific types of credit are specified in the Certificate Renewal/Reinstatement Requirements (Form C-07) included in Appendix G.

Salary Certification - The process by which an official state assigned salary is established for employed individuals on the North Carolina Public School Personnel State Salary Schedule.

Student Teaching - A 10-week or longer assignment, generally during the senior year, in which students enrolled in teacher education approved programs acquire experience in the classroom. The local school system and directors of student teachers in institutions of higher education supervise and evaluate the experience. Local school systems must agree that the student teaching experience is successful for the individual to qualify for initial certification.

Temporary Permit - A certificate issued for one year or the remainder of the fiscal year during which eligibility for certification is established to provide opportunity for the completion of NTE requirements. Individuals eligible for a Temporary Permit usually include out-of-state applicants who did not have prior knowledge of the requirement which excludes NC approved education program graduates. Certification beyond the one-year permit is contingent upon satisfaction of the NTE requirements.

Validated Certificate - A provisional certificate issued only upon employer request for individuals who have expired certificates and have not earned/completed renewal credits to establish a renewal dating cycle.

COMMONLY USED ABBREVIATIONS

CPC -	Candidate for Professional Certification
ICP -	Initial Certification Program
IHE -	Institution of Higher Education
LEA -	Local Education Agency
NASDTEC -	National Association of State Directors of Teacher Education and Certification
NCATE -	National Council for Accreditation of Teacher Education
SBE -	State Board of Education
NTE -	National Teachers Examination
GRE -	Graduate Record Examinations
PK -	Professional Knowledge
SAT -	Scholastic Aptitude Test

NOTES:

CERTIFICATE STATUS CLASSIFICATIONS

Initial Certificate (Inactive Employment Area) - This certificate is issued to inexperienced approved program graduates who are ***not*** (1) employed in a North Carolina public school system, (2) assigned appropriately to validate Initial Certification Program (ICP) evaluation criteria, or (3) employed in a non-public institution with an approved ICP. The individual must meet established performance criteria as a full-time professional for two years before receiving a continuing certificate. The expiration date indicates the end of the dating cycle by which time the renewal credits must be completed for a subsequent dating cycle.

Initial Certificate (Active Employment Area) - This certificate is issued to employed inexperienced approved program graduates. The individual must meet established performance criteria as a full-time professional for two years in order to convert to continuing status. (See Section II.)

Continuing Certificate - This certificate is issued to experienced approved program graduates on a five-year continuing basis with the requirement to renew every five years. (See Certificate Renewal in Section IV.)

Provisional Certificate - This certificate requires that individuals satisfy credit deficiencies for full certification at the rate of six semester hours per year. Credit must be completed yearly prior to the beginning of the following school year and ***must be directly applicable to the provisional area(s).*** The total credit required to complete requirements must be completed by the end of the fifth year of provisional certification.

NOTES:

CERTIFICATION CODES

Program Codes - A two-digit number/character code identified in Column 1 on certificates for which the first digit indicates limitations/deficiencies that must be met during a specified time frame. The second digit indicates the program of preparation which is the basis for issuance of the certificate area.

Certificate Areas - A 5-digit code identified in Column two on certificates which identifies the subject/grade level or special service category in which one is eligible for assignment.

Certificate Class - A one- to three-character code identified in Column 3 on certificates which indicates the level of preparation, such as bachelor's, master's, sixth-year or doctoral, for each certification area.

NOTES:

CERTIFICATE TYPES

Teacher - The credential issued is based upon the successful completion of an approved teacher education program. It authorizes the individual to teach in a designated area(s) of specialization. Teaching certificate areas are issued in the following categories:

Pre K-K
K-6 Elementary
K-6 Elementary Endorsement (Second Language)
6-9 Middle Grades (Subject Specific)
9-12 Secondary
9-12 Endorsements (Valid for less than half-time assignments)
K-12 Special Subjects
Special Education (Categorical)
Vocational Education

Approved teacher education programs leading to certification in these categories are offered at the bachelor's, master's, sixth-year and doctoral levels in North Carolina institutions of higher education. Some vocational areas are established at below the bachelor's degree and are based on other criteria such as special work experience. The minimum basis to qualify for some teaching certificates is completion of approved teacher education program requirements at the master's degree level.

Student Services - The credential issued is based upon completion of an approved education program which authorizes the individual to provide specialized assistance to the learner, teacher, administrator and education program in general. Student services certificate areas are issued as follows:

Counselor
School Social Worker
Mentor
School Psychologist

This certificate type is issued at various degree levels based upon completion of the approved education program requirements. The minimum level required to qualify for a counselor certificate is the master's degree and the minimum for school psychologist is the sixth-year. The bachelor's degree is the minimum entry-level

requirement for the school social worker and the mentor certificate.

Administrator/Supervisor - The credential issued is based upon completion of an approved education program which authorizes the individual to serve in general and program administrator roles such as superintendent, associate or assistant superintendent, principal, assistant principal, or curriculum/instructional specialist. The administrator/supervisor areas are issued as follows:

School Administrator - Superintendent
School Administrator - Principal
Curriculum-Instructional Specialist
Instructional Technology Specialist - Computers
Media Supervisor
Vocational Director
Exceptional Children Program Administrator

This certificate type is issued at the master's, sixth-year or doctoral degree levels based upon completion of an approved education program. The minimum level to qualify for School Administrator - Superintendent is a sixth-year degree.

NOTES:

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* For your convenience, this concordance lists important terms and where they appear in the text of this manual.

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